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ABSTRACT

This document presents Florida's educational facility inventory process and guidelines school districts can use for reporting their facilities information. It includes access information to the Office of Educational Facilities Information System program which contains facility information reported by districts for all public schools, and explanations of the inventory update fields for on-line transmissions. Appendices provide examples of plot and floor plans, building types, and corridor loading. Also included are design codes for various school stations for K-12 educational facilities; site size minimum acreage requirements; viewing Florida Inventory of School Houses (FISH) information, update transactions, and on the Internet; and FISH forms. (GR)

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Florida Inventory of School Houses

2000

EF 005 734

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FOREWORD

The Florida Inventory of School Houses (FISH) is available to all school districts for reporting facilities information. District FISH reports are available in print files through Northwest Regional Data Center (NWRDC) or they can be routed directly to any district printer that is connected to NWRDC.

Any comments, questions, or concerns about FISH and inventory file or printing needs should be directed to:

Dr. Charles L. Wooten
Bureau of Educational Facilities
Florida Department of Education
Tallahassee, Florida 32399
Telephone: (850)488-1142 or SUNCOM 278-1142
Fax: (850)488-1442
E-mail: wootenc@mail.doe.state.fl.us

FACILITIES INVENTORY

The facilities inventory may be corrected by submitting on-line transactions through the Office of Educational Facilities Information System (OEFIS). A district's facilities inventory may be corrected at any time when new additions or major remodeling occurs, during a validation study conducted by the district, or as the result of an educational plant survey.

Each district should conduct an annual update. Minor changes made to facilities, such as changes in floor coverings, should be reported before June of each year.

New construction may be added to the inventory when a construction contract is issued. Large areas that are scheduled to undergo major remodeling should be updated in the inventory as soon as a contract agreement has been made. If a major remodeling project is conducted by district staff, the inventory should be updated when the project is substantially completed.

PLOT AND FLOOR PLANS

Plot Plan

Districts should maintain current and accurate plot plans for each piece of property owned or acquired under a long-term (40 years or more) lease agreement. A plot plan is a schematic drawing of a piece of property, drawn to scale, that provides the complete dimensions, acreage, site's relationship to points of the compass, and the location of all existing structures with their relation to highways and streets. The plot plan should identify the agency (district/county), facility name, facility number, parcel number(s), and building number(s) (see examples in Appendix A).

☑ NOTE 1: Property acquired under a short-term lease agreement and property with annual leases should not be recorded in the inventory.

☑ NOTE 2: Buildings should be numbered according to the plot plan and use FISH numbers as recorded in the inventory.

Floor Plans

A floor plan is a schematic drawing of a building drawn to scale. The floor plan should identify the agency (district/county), facility name, facility number, parcel number, building number(s), FISH room/space number(s), net square feet (NSF), and the primary path of egress for each space in each building. All covered walkways attached to a building should be identified on the floor plan (see examples in Appendix A).

☑ NOTE: All spaces should be numbered using FISH numbers as recorded in the inventory including store rooms, restrooms, corridors, etc.

ASSIGNMENT OF FACILITY AND LAND NUMBERS

Facility

A unique facility number is assigned to all school and ancillary facilities identified in the district's educational plant survey. This number is assigned electronically by the automated FISH system to all school board owned facilities, facilities acquired under a lease/purchase agreement, communi-

ty/joint use facilities in which the school board acts as fiscal agent with maintenance responsibilities, or any property for which a long term (40 years or more) facility use/lease agreement exists and is recommended for continued use in the district's educational plant survey.

NOTE: Only facilities contained in FISH are eligible to generate capital outlay FTE (COFTE) funds. Certain district programs may use rental space, churches, HRS facilities, hospitals, jails, or even existing schools in evening hours and report FTE for operational purposes. However, the Bureau of Educational Facilities (Bureau) will not assign facility numbers to these programs because they are not eligible to earn COFTE. The Bureau of Education Information and Accountability Services may assign a unique school number for these programs so that operational funds may be generated based on student assignments to programs that are not eligible to earn COFTE.

A new facility may be added to a district's inventory when a construction contract is issued. The FISH computerized system will automatically assign all facility numbers. Once a facility number is assigned, it cannot be changed. When a facility number is deleted, it cannot be reused.

NOTE: To add a facility to FISH, submit new facility information (form FC-1, in Appendix G, and parcel information if not already on FISH) to Bureau. The facility number will be added to FISH and the district informed of the number assignment. The Bureau of Education Information and Accountability Services will be notified that the facility number has been assigned and is eligible for reporting financial and/or COFTE data.

Parcel (land)

Unique numbers are required for each parcel of land owned by the school board, land acquired under a lease/purchase agreement, community/joint use land in which the school board acts as fiscal agent with maintenance responsibilities, or any land for which a long term (40 years or more) use/lease agreement exists and is recommended for continued use in the district's educational plant survey. A parcel consists of contiguous land that is not divided by a public thoroughfare, regardless of the number of separate titles to any parts that make up the site. Acreage acquired or transferred from a parcel should be updated in FISH.

NOTE: Contiguous land that has more than one facility assigned to it is divided into separate parcel numbers and the actual acreage assigned to the unique facilities is reported on the individual parcel numbers assigned to each facility.

A new parcel may be added to a district's inventory when a purchase agreement is signed. The FISH computerized system will automatically assign all parcel numbers. Once a parcel number is assigned, it cannot be changed. When a parcel number is deleted, it cannot be reused.

NOTE: When a land purchase agreement is issued, submit the parcel information (form FC-2, in Appendix G) to Bureau. The parcel will be added to FISH and the district informed of the parcel number assignment (see item IV, NOTE 2 in the section on reporting parcel transaction information).

Land and real property may be removed from a district's inventory by filing a copy of the ownership transfer documentation with Bureau.

NOTE: Land will be removed from FISH by BEF after property disposal information has been filed with the office.

Building

A unique two-digit number is assigned to all permanent buildings located on a parcel. The number must be numeric in the range of 01 through 89. Permanent building numbers are assigned by the school or district and should remain unchanged and, if possible, never be reused at a facility.

All relocatable units should be assigned to a building number (range 00, and 90 through 99) that identifies the ownership of the unit, regardless of the school or plant site. See notes in items V & VI in the section on reporting building data, and items V & VI in the section on reporting space data.

Buildings that are unsatisfactory, and recorded as such in FISH, may be razed without further authorization from Bureau.

NOTE: Districts may remove razed buildings from FISH.

Room

A unique three-digit number is assigned to all spaces in a building. The number must be numeric in the range 001 through 999. An optional suffix may be added for small rooms designed as a service to the main room, e.g., a teacher planning office opening into a classroom, a restroom in a primary classroom, or a small storage closet in a principal's office. The suffix must be a letter A through Z (except I and O). Numeric data as a suffix, along with the letters I and O, will be rejected.

All relocatable units should be assigned a building and room number in which the building number identifies the ownership of the unit (see notes in items V & VI in the section on reporting building data, and items V & VI in the section on reporting space data). The unique building and room numbers should remain with the relocatable unit regardless of the facility site. Whenever possible, the unique room number for a relocatable unit should not be reused by the district.

NOTE 1: Mechanical and electrical spaces that are in attics, on roofs, or beneath floors in crawl spaces, enclosures constructed above stages, storage areas in warehouses or other areas that are above ground level but not a structural story of the building should not be reported as rooms in FISH.

NOTE 2: Uncovered patios, pole barns, equipment sheds that have dirt floors, horticulture canopies or plant growing and protection areas that do not have permanently constructed walls, roof, and floor, small wooden ticket booths on athletic fields, baseball dugouts, and other similar structures should not be reported in FISH.

OEFIS

OEFIS contains facility information reported by districts for all public schools. The OEFIS program is a mainframe application of the Department of Education that is housed at NWRDC. Designated district personnel have the authorization to enter information exclusive to their district into OEFIS, and to view current FISH information as needed.

OEFIS features include the ability to print a FISH report in a district's office within 10 minutes of when a report may be needed. Printing can be controlled by a district from a print image file, or the Bureau can route print directly to a district's printer through NWRDC.

ACCESS TO OEFIS

In order to access OEFIS you must have computer access to NWRDC. Upon request from a district, BEF will assign an OEFIS user identification (userid) to any permanent employee of the district who will need access to FISH data. OEFIS access can be limited to view only or for modify and view.

Some districts may have a high mobility rate among personnel who are authorized to access their FISH data. When staff functions or responsibilities change and an individual should no longer have access to FISH, it is extremely important to promptly notify Bureau so that appropriate authorization access is made to OEFIS.

The access graphics in this manual are typical of the computer screens you will see when signing on to NWRDC and OEFIS. Each district may have different NWRDC screens and menus. ***Bold face italic type*** represents information you must provide to access the systems. Data entry for NWRDC and OEFIS is not case sensitive; however, for instructional purposes in this manual, certain information will be presented based on case. ***UPPER CASE*** means to type the information exactly as it appears in the manual, e.g., ***FC*** means ***FC*** not ***fc***. ***lower case*** means that the information is specific to the user, e.g., ***userid*** and ***password*** means that you should enter your unique userid and your own secret password, not the literal words ***userid*** and ***password***. ***<tab>*** means press the tab key and ***<enter>*** means press the enter key.

NWRDC

NWRDC Access - Step 1

```
NWSPLNIP                Northwest Regional Data Center       Terminal:TW11Q725
04/04/99 - 08:34          2048 East Paul Dirac Drive
  Eastern Time.             Tallahassee, FL  32310
               Customer Support - Ph: 850-487-2048  SC: 277-2048
                          http://www.nwrdc.fsu.edu/nwr/

    Connect to this host using either of these names or address numbers:
                     NWRDC.FSU.EDU          NWALT.FSU.EDU
                     128.186.217.2           199.44.72.2









     Press PF1 for help.   Press PF3 or enter LOGOFF to exit this screen.
                  Please enter your Userid and Password.

 Userid ==>              Password ==>             New Password ==>
```

Typical screen prompting the potential user for a valid ***userid <tab>*** and ***password <enter>***. The userid for NWRDC and OEFIS access is assigned by the Department.

NWRDC Access - Step 2

```
NWSPMUIP                 Northwest Regional Data Center        Terminal:TW11Q725
04/04/99 - 09:33           Application Selection Menu            Userid:DEXnnn

        Enter number of application to select, or enter H for help.
        PF1 = Help     PF3 = Logoff     PF7 = PageUp       PF11 = Bottom
        PF2 = Desc-toggle               PF8 = PageDown     PF12 = Top

         Num  Appl         Status             Num  Appl         Status
           1  NWRCICS      ACTIVE              11  SAMNASOS     ACTIVE
           2  NWRCICC      ACTIVE              12  SAMPBAP      UNTESTED
           3  NWRCIDE      ACTIVE              13  SAMV22       ACTIVE
           4  NWRDICS      ACTIVE              14  SAMNACA      ACTIVE
           5  NWRIACT      ACTIVE              15  ACLMNU02     ACTIVE

           6  NWRTSO       ACTIVE              16  DGSMENU      ACTIVE
           7  NWRMUSS      ACTIVE              17  FPCPINFO     ACTIVE
           8  NWRNCCF      ACTIVE              18  FPCTINFO     ACTIVE
           9  NWRCPDE      INACTIVE            19  SAMGET       ACTIVE
          10  SAMNAS       ACTIVE              20  TMCCICS      ACTIVE


                  Customer Support - Ph: 850-487-2048  SC: 277-2048

Command =>                        new-logmode =            dlogmod = SNX32702
```

Typical screen prompting the user to select an application. In this example, number ***2 <enter>*** for NWRCICC is the application selection the user should make to access OEFIS.

OEFIS

NWRDC/OEFIS Access - Step 1

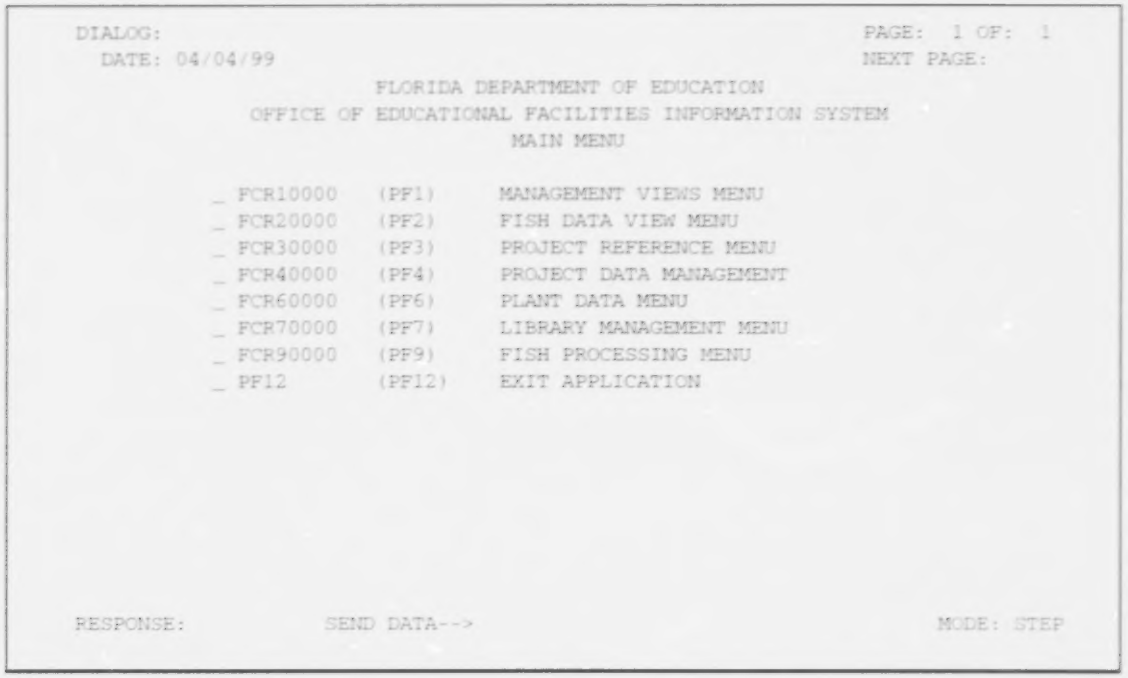
```
                N.W.R.D.C. SIGNON TO CICS REGION:NWR1CICC     TERMINAL: Q725
 SUNDAY   APRIL 4, 1999                                          TIME: 09:35:12
>---------------------------- ACF2 MESSAGES ------------------------------------<
ACFAE139 ACF2/CICS: Q725 SIGNON OK: USER=DEXnnn   NAME=WOOTEN CHARLES


>-------------------------------- NEWS ----------------------------------------<
**                                                                             **
**                                                                             **
**                                                                             **
**            Welcome to NWRDC CICS production system:  NWR1CICC               **
**                                                                             **
**                           Controlled by ACF2                                **
**                                                                             **
**            Intended for use by the Florida Department of Education          **
**                                                                             **
**                                                                             **
**                                                                             **
**                                                                             **
**                                                                             **
**                                                                             **
```

Typical screen acknowledging that NWRCICC has been successfully accessed. Type ***UCFI <enter>*** at the cursor position.

OEFIS Access - Step 2

Type ***FC <enter>*** as a response to the prompt for enter next task code.

OEFIS Access - Step 3


DIALOG:
PAGE: 1 OF: 1
DATE: 04/04/99
NEXT PAGE:
FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
MAIN MENU
_ FCR10000 (PF1) MANAGEMENT VIEWS MENU
_ FCR20000 (PF2) FISH DATA VIEW MENU
_ FCR30000 (PF3) PROJECT REFERENCE MENU
_ FCR40000 (PF4) PROJECT DATA MANAGEMENT
_ FCR60000 (PF6) PLANT DATA MENU
_ FCR70000 (PF7) LIBRARY MANAGEMENT MENU
_ FCR90000 (PF9) FISH PROCESSING MENU
_ PF12 (PF12) EXIT APPLICATION
RESPONSE:
SEND DATA-->
MODE: STEP

Typical OEFIS screen. Your menu options may vary based on the options you are authorized to use. The most commonly used options will be (PF2) FISH DATA VIEW MENU and (PF9) FISH PROCESSING MENU.

Common Keystrokes in OEFIS

The software package that you use to navigate through OEFIS will control the functions and responses to your keyboard. The following keys are used on OEFIS menus and on browse screens that display multiple records. These keys allow a user to select records to view, modify, or delete–depending on which menu option is being used.

PF1 - goes to add screen (in transactions menus only)
PF2 - goes to modify screen (in transactions menus only)
PF3 - goes to delete screen (in transactions menus only)
PF4 - goes to display screen
PF5 - goes to browse screen
PF7 - scrolls backward through multiple records
PF8 - scrolls forward through multiple records

The following keys may be used on all OEFIS screens and menus:

PF10 - return to the previous screen or menu
PF11 - return to the main menu
PF12 - exit the OEFIS system

To review existing facility, parcel, building, or room information you can use the display option or the browse option. The browse option provides the most flexible approach and is the most time efficient feature when you need to view a lot of information or scan for general detail. Appendix D shows examples of using the browse options to review FISH information.

Accessing FISH Transactions Menu

Daily FISH submittals are temporarily stored in an electronic holding file called the transaction pool. OEFIS has a facility transaction pool, a parcel transaction pool, a building transaction pool, and a room transaction pool. Each work day at 7:00 p.m., all FISH transactions are loaded into the FISH data base by NWRDC.

In the following sections, the steps that are presented for submitting FISH transactions only deal with ADD transactions. The browse, modify, and delete transaction functions are demonstrated in Appendix E.

All transactions are initially entered as ADD transactions. The data you wish to enter may be to delete a room or change building information or any other type of FISH modification. Transactions that delete information must be ADDED to the transaction pool. Transactions that change information must be ADDED to the transaction pool. Transactions that add new information to FISH must be ADDED to the transaction pool.

When transactions exist in the transaction pool that will alter, delete, or add new information to FISH, a user can either MODIFY or DELETE the existing transactions, if any adjustments are determined to be necessary.

The transaction pools are accessed through the FISH processing menu. From there, the user can select the appropriate transaction pool to begin updating district FISH records.

FISH Transactions

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF90000              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                          FISH PROCESSING MENU

          _ FCR91000   (PF1)     FISH TRANSACTIONS MENU
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:          SEND DATA-->                                MODE: STEP
```

Typical screen that provides the gateway to enter all FISH transactions. Press ***PF1*** or ***<tab>*** to the space preceding FCR91000 and type ***X <enter>*** to move to the next screen.

INVENTORY UPDATE FIELDS–(on line)
REPORTING FACILITY TRANSACTION INFORMATION

Facility Transaction - Step 1

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91000              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                          FISH TRANSACTIONS MENU

          _ FCR91010   (PF1)     FACILITY TRAN MENU
          _ FCR91020   (PF2)     PARCEL TRAN MENU
          _ FCR91040   (PF4)     BUILDING TRAN MENU
          _ FCR91050   (PF5)     ROOM TRAN MENU
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:          SEND DATA-->                                MODE: STEP
```

Typical screen that provides the gateway to enter facility transactions. Press ***PF1*** or ***<tab>*** to the space preceding FCR91010 and type ***X <enter>*** to move to the next screen.

Facility Transaction - Step 2

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91010              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                        FACILITY TRANSACTION MENU

          _ FCR91011   (PF1)     ADD FACILITY TRAN
          _ FCR91012   (PF2)     MODIFY FACILITY TRAN
          _ FCR91013   (PF3)     DELETE FACILITY TRAN
          _ FCR91014   (PF4)     DISPLAY FACILITY TRAN
          _ FCR91015   (PF5)     BROWSE FACILITY TRANS
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:          SEND DATA-->                                MODE: STEP
```

Typical screen used to enter facility transactions. Choose the desired ***function key*** or ***<tab>*** to the space preceding the option and type ***X <enter>*** to move to the next screen.

Facility Transaction - Step 3

```
FCM91011              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   10:08:04
                        ADD FACILITY TRANSACTION

AGENCY   :
FACILITY :

ACTION CODE :             TRANSACTION DATE :   /  /

FACILITY LONG NAME   :
         SHORT NAME  :
CAPITAL OUTLAY CLASS :                        RECOMMENDED GRADES HOUSED
PRIMARY USE          :                           LOW  :       HIGH :
                                                 VALIDATION :   /  /




PF1=                PF4=                PF7=                PF10= PRIOR MENU
PF2=                PF5=                PF8=                PF11= MAIN MENU
PF3=                PF6=                PF9=                PF12= EXIT 'FC'
DC900023 PLEASE, ENTER REQUIRED KEY FIELD(S).
```

Typical screen used to enter facility transactions.

FACILITY UPDATE–FIELD DATA

I *ACTION* (Code)

C = Change

NOTE: Only DOE/BEF can add or delete a facility number.

II *AGENCY NUMBER* Enter the unique three digit agency number assigned by the Florida Department of Education.

III *FACILITY NUMBER* Enter the unique four digit number assigned by the OEFIS automated FISH system.

NOTE 1: A facility add action can only be entered by BEF and will automatically generate the next available facility number.

NOTE 2: For additional information see subsection on facility in the section on assignment of facility and land numbers.

IV *FACILITY (long name)* Enter the full name (do not abbreviate).

V *FACILITY (short name)* Enter the facility short name using abbreviations as necessary (up to 15 characters, exclude punctuation marks).

NOTE: This field may be used by BEF to identify newly constructed schools or vacant schools that have discontinued reporting COFTE.

VI *CAPITAL OUTLAY CLASSIFICATION (COC)* Educational plants are identified by recommended type of facility. The COC determines eligibility for the expenditure of certain funds.

NOTE: COC can only be assigned or changed by an educational plant survey recommendation.

C-1: An educational plant that is recommended for continued use. Generally, this includes:

(1) adequate site,
(2) satisfactory building(s),
(3) projected membership within desired size range for the type of school,
(4) recommended new educational plant.

C-2: An educational plant that is in a period of transition with evidence insufficient to recommend replacement or consolidation, and typically new construction is not recommended for this COC. Generally, this includes:

(1) inadequate site and/or inadequate building(s),
(2) declining or static enrollment,
(3) an educational plant that probably would be recommended for consolidation if not for excessive distance required for student transportation.

C-3: An educational plant that is unsatisfactory in one or more major aspects. Generally, this includes:

(1) inadequate site and/or unsatisfactory building(s),
(2) declining or static enrollment to a level indicating that the needs of students can better and more economically be served at other educational plants,
(3) abandoned educational plants not currently housing students.

☑ NOTE: Educational plants assigned a C-3 COC and used to house students should be closed when adequate facilities are available elsewhere.

C-6: Ancillary facility recommended for continued use. Generally, this includes:

(1) adequate site,
(2) satisfactory building(s),
(3) recommended new site and/or facilities.

C-7: Ancillary facility is unsatisfactory. Generally, this includes:

(1) inadequate site and/or unsatisfactory building(s),
(2) abandoned facilities not currently being used.

☑ NOTE: Facilities assigned a C-7 COC that are in current use should be closed when adequate facilities are available elsewhere.

C-9: Any district owned facility leased to an entity for use by the lessee for any purpose, including educational, but is not used by the district during the normal school hours of operation.

☑ NOTE 1: Facilities assigned a C-9 COC will not generate PECO maintenance funds even when the facility contains satisfactory space.

☑ NOTE 2: Facilities assigned a C-9 COC are to be counted in the district's inventory of available space and may be considered in the determination of new construction needs.

☑ NOTE 3: If the COC is 1, 2, or 3 the grades/programs recommended to be housed for the facility (item VIII) must be a combination of PK, KG, 01-12, or in certain cases AE, VE. If the COC is 6 or 7 the grades/programs recommended to be housed must be a combination of CA or DS. If the COC is 9 the grades/programs recommended to be housed must be LS, LS.

VII *PRIMARY USE OF FACILITY* (Code)

(01) Vacant

SCHOOL CENTERS: PK-12

(02) Pre-k ESE
(03) Kindergarten
(04) Elementary
(05) Middle
(06) Junior High
(07) Senior High
(08) Exceptional Student
(09) Combination of 04-07
(10) Alternative education

ADULT AND VOCATIONAL SCHOOLS

(11) Adult education
(20) Vocational/technical

ANCILLARY AND OTHER FACILITIES

(12) County administration
(13) Warehouse
(14) Maintenance
(15) Transportation
(16) Food service
(17) Community service
(18) Joint use facility
(19) Multiple use support
(20) Vocational/technical
(21) State School
(22) Other
(23) Leased to another entity
(24) Agriculture farm

☑ NOTE: Primary use of facility for all PK-12, vocational, and adult centers is determined annually by the Bureau from FTE data reported by the district to the Bureau of Education Information and Accountability Services. Primary use of facility for all other centers may be assigned by district staff based on the actual current use of each facility.

VIII *GRADES/PROGRAMS RECOMMENDED FOR FACILITY*

School Centers
PK = Pre-k ESE
KG = Kindergarten
01 through 12 = Grade

Designated Use Centers

AE = Adult education
VE = Vocational education

Ancillary And Other Facilities

CA = Countywide administration
DS = District services
LS = District owned facility leased to another entity

☑ NOTE 1: Grades/programs recommended for a facility can only be assigned or changed by an educational plant survey recommendation.

☑ NOTE 2: These are the grades/programs that an educational plant survey recommends, NOT necessarily what is actually being housed at the site. For example, a range of grades recommended for a facility could be KG-05, even though the actual grades served might be 9-12.

IX *VALIDATION DATE*

☑ NOTE: Actual date the facility spaces and data were verified.

Parcel Transaction - Step 1

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91000              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                          FISH TRANSACTIONS MENU

          _ FCR91010   (PF1)     FACILITY TRAN MENU
          _ FCR91020   (PF2)     PARCEL TRAN MENU
          _ FCR91040   (PF4)     BUILDING TRAN MENU
          _ FCR91050   (PF5)     ROOM TRAN MENU
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:          SEND DATA-->                                MODE: STEP
```

Typical screen that provides the gateway to enter parcel transactions. Press ***PF2*** or ***<tab>*** to the space preceding FCR91020 and type ***X <enter>*** to move to the next screen.

Parcel Transaction - Step 2

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91020              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                          PARCEL TRANSACTION MENU

          _ FCR91021   (PF1)     ADD PARCEL TRANSACTION
          _ FCR91022   (PF2)     MODIFY PARCEL TRANSACTION
          _ FCR91023   (PF3)     DELETE PARCEL TRANSACTION
          _ FCR91024   (PF4)     DISPLAY PARCEL TRANSACTION
          _ FCR91025   (PF5)     BROWSE PARCEL TRANSACTIONS
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:          SEND DATA-->                                MODE: STEP
```

Typical screen used to enter parcel transactions. Choose the desired ***function key*** or ***<tab>*** to the space preceding the option and type ***X <enter>*** to move to the next screen.

Parcel Transaction - Step 3

```
FCM91021              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   10:10:20
                          ADD PARCEL TRANSACTION

AGENCY    :
FACILITY  :
PARCEL    :
ACTION CODE :            TRANSACTION DATE :    /  /

STREET :
CITY   :                                          STATE:     ZIP :      -

ACREAGE :       ACQUIRED :

OWNERSHIP  :                    PARKING:                  FIRE RATING:
PLAYGROUND :                    PLAN   :
ATHL FIELD :                    SEWAGE :
DRAINAGE   :                    WATER  :
LANDSCAPE  :                    POLICE :

PF1=                PF4=                PF7=                PF10= PRIOR MENU
PF2=                PF5=                PF8=                PF11= MAIN MENU
PF3=                PF6=                PF9=                PF12= EXIT 'FC'
DC900023 PLEASE, ENTER REQUIRED KEY FIELD(S).
```

Typical screen used to enter parcel transactions.

PARCEL UPDATE–FIELD DATA

I *ACTION* (Code)

C = Change

NOTE: Only DOE/BEF can add or delete a parcel number.

II *AGENCY NUMBER* Enter the unique three-digit agency number assigned by the Florida Department of Education.

III *FACILITY NUMBER* Enter the unique four-digit number assigned by the OEFIS automated FISH system.

IV *PARCEL NUMBER* Enter the unique three-digit number assigned by the OEFIS automated FISH system.

NOTE 1: Land data is required for each parcel owned or acquired under a lease purchase agreement by the school district. Parcels owned by other entities but used by the school district should not be reported in the inventory unless there is a long term (40 years or more) use/lease agreement or a cooperative/joint use agreement where the school district is made the fiscal agent with maintenance responsibilities.

NOTE 2: An undeveloped parcel may be added to FISH that is not assigned to a facility.

V *STREET ADDRESS* Enter the street address, or physical location of the property.

NOTE: Do not use Post Office Box numbers.

VI *CITY* Enter city where the parcel is located.

VII *STATE* FL is assigned for all public schools.

VIII *ZIP CODE* Enter nine-digit zip code. The four-digit suffix is optional. If the last four-digits are unknown, leave the suffix blank (do not use 0000 as the last four digits).

IX *TOTAL ACREAGE* Enter acreage of the parcel to nearest whole acre (see NOTE in item X, year acquired).

X *YEAR ACQUIRED* Enter the year parcel was acquired.

NOTE: If additional acreage has been acquired that expands the original parcel, or if acreage has been transferred to another owner, the entire parcel will retain the original acquisition date regardless of the number of deeds or titles held for the collective piece of property.

XI *OWNERSHIP OF PARCEL* (Code)

(01) Federal
(02) State
(03) County government
(04) Municipal
(05) School board
(06) Authority
(07) Lease purchase
(08) Combination
(09) Private
(10) Other

NOTE: Parcels used by the school district with ownership codes 01, 02, 03, 04, 06, 08, 09, and 10 should not be reported in FISH (includes land under short term lease agreements that may be extended and become multi-year contracts) unless there is a long term (40 years or more) use/lease agreement or a cooperative/joint use agreement that makes the school district the fiscal agent with maintenance responsibilities.

XII *PARKING* (Code)

(1) Developed
(2) Partially developed
(3) Not developed
(0) None on parcel

XIII *EXTERIOR FIRE PROTECTION RATING* (Code)

01 02 03 04 05 06 07 08 09 10

NOTE: Obtain rating from local fire department or Insurance Service Office, 4070 Boulevard Center Drive, Jacksonville, Florida 32207.

XIV *PLAYGROUND AREA* (Code)

(1) Yes
(0) No

NOTE: Generally applies only to elementary schools, combination schools that include elementary grades, and exceptional student education centers.

XV *TYPE OF BUILDING PLAN ON PARCEL* (Code)

(1) Finger
(2) Campus
(3) Compact
(4) Modified compact
(5) Courtyard
(6) Pavilion
(7) Relocatable
(8) Combination of 1-6
(0) No buildings on parcel

☑ NOTE: See examples of building types in Appendix A.

XVI *ATHLETIC FIELD* (Code)

(1) Yes (0) No

☑ NOTE: Generally applies only to secondary school centers.

XVII *SEWAGE TREATMENT* (Code)

(1) Public
(2) On-site plant
(3) On-site septic tank
(4) Private
(0) None provided

XVIII *PARCEL DRAINAGE* (Code)

(1) Adequate (2) Inadequate

XIX *WATER SOURCE* (Code)

(1) Public
(2) On-site well
(3) Private
(0) None provided

XX *LANDSCAPING* (Code)

(1) Developed
(2) Partially developed
(3) Not developed

XXI *POLICE PROTECTION AVAILABLE* (Code)

(1) City
(2) County
(3) Combination
(4) Private

Building Transaction - Step 1

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91000              FLORIDA DEPARTMENT OF EDUCATION
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                        FISH TRANSACTIONS MENU

          _ FCR91010   (PF1)     FACILITY TRAN MENU
          _ FCR91020   (PF2)     PARCEL TRAN MENU
          _ FCR91040   (PF4)     BUILDING TRAN MENU
          _ FCR91050   (PF5)     ROOM TRAN MENU
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:          SEND DATA-->                            MODE: STEP
```

Typical screen that provides the gateway to enter building transactions. Press ***PF4*** or ***<tab>*** to the space preceding FCR91040 and type ***X <enter>*** to move to the next screen.

Building Transaction - Step 2

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91040              FLORIDA DEPARTMENT OF EDUCATION
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                        BUILDING TRANSACTION MENU

          _ FCR91041   (PF1)     ADD BUILDING TRAN
          _ FCR91042   (PF2)     MODIFY BUILDING TRAN
          _ FCR91043   (PF3)     DELETE BUILDING TRAN
          _ FCR91044   (PF4)     DISPLAY BUILDING TRAN
          _ FCR91045   (PF5)     BROWSE BUILDING TRANS
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION



RESPONSE:          SEND DATA-->                            MODE: STEP
```

Typical screen used to enter building transactions. Choose the desired ***function key*** or ***<tab>*** to the space preceding the option and type ***X <enter>*** to move to the next screen.

```
FCM91041              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   10:21:59
                          ADD BUILDING TRANSACTION

AGENCY    :
FACILITY  :
PARCEL    :          BUILDING :
ACTION CODE:             TRANSACTION DATE :   /  /

OWNERSHIP    :                              TELEPHONE  :
USE          :                              INTERCOM   :
YEAR CONST   :                              EDUCAT TV  :
STRUC COMP   :                              COOLING    :
WALLS        :                              HEAT
CORRIDOR     :                                SOURCE   :
STORIES      :                                DISTRIB  :
MECH VENT    :                                CAPACITY :
ARTIF LIGHT  :
LIGHT ADEQ   :

PF1=                  PF4=                  PF7=                  PF10= PRIOR MENU
PF2=                  PF5=                  PF8=                  PF11= MAIN MENU
PF3=                  PF6=                  PF9=                  PF12= EXIT 'FC'
DC900023 PLEASE, ENTER REQUIRED KEY FIELD(S).
```

Typical screen used to enter building transactions.

BUILDING UPDATE–FIELD DATA

I *ACTION* (Code)

A = Add
C = Change
D = Delete

II *AGENCY NUMBER* Enter the unique three-digit agency number assigned by the Florida Department of Education.

III *FACILITY NUMBER* Enter the unique four-digit number assigned by the OEFIS automated FISH system.

IV *PARCEL NUMBER* Enter the unique three-digit number assigned by the OEFIS automated FISH system.

V *BUILDING NUMBER* Enter the unique number assigned to the building (should be numeric in the range 01-89 for permanent buildings and 00, 90-99 for relocatable units).

NOTE 1: Building data should be reported for each permanent structure located on each parcel of land if the building is owned by the school board. A structure that has the same floors, ceiling, and walls, and is not separated from another structure by an open air space is considered one building. See NOTE 1 in item VI below.

NOTE 2: All relocatable units should be assigned to a building number that identifies the ownership and have unique room numbers assigned which will remain with the unit, regardless of facility site. Assign building number 99 to all school board owned units, building number 98 to all units purchased with federal funds, building number 97 to all lease purchase units, and building number 00 to all leased/rented units. In the event all available numbers are exhausted for a type of relocatable unit, additional building numbers in the 90-96 series may be assigned to designate relocatable units, e.g., building number 96 for additional school board owned relocatable units (excludes building number 00).

VI *OWNERSHIP OF BUILDING* (Code)

(01) Federal
(02) State
(03) County government
(04) Municipal
(05) School board
(06) Authority
(07) Lease Purchase
(08) Combination
(09) Private
(10) Other
(11) Lease/rent

NOTE 1: Permanent buildings with ownership codes 01, 02, 03, 04, 06, 08, 09, 10, and 11, even though they may be used by the school district, should not be reported in FISH (includes buildings under short term lease agreements that may be extended and become multi-year contracts) unless there is a long term (40 years or more) use/lease agreement or a cooperative/joint use agreement where the school district is made the fiscal agent with maintenance responsibilities.

NOTE 2: For relocatable units only ownership codes 01, 05, 07, or 11 may be used. All other ownership codes assigned to relocatable units will result in the buildings and spaces being deleted.

NOTE 3: Ownership code 01 is for any relocatable unit purchased with federal funds when the district holds title to the unit, or a federal agency holds title to the unit and the district has a full maintenance responsibility agreement for the life expectancy of the unit. All other federal ownership conditions are ineligible for inclusion in FISH.

VII *PRIMARY USE OF BUILDING* (Code)

(01) Vacant

SCHOOL CENTERS: PK-12

(02) Pre-k ESE
(03) Kindergarten
(04) Elementary
(05) Middle
(06) Junior high
(07) Senior high
(08) Exceptional student
(09) Combination of 04-07
(10) Alternative education

ADULT AND VOCATIONAL SCHOOLS

(11) Adult education
(20) Vocational/technical

ANCILLARY AND OTHER FACILITIES

(12) County administration
(13) Warehouse
(14) Maintenance
(15) Transportation
(16) Food service
(17) Community service
(18) Joint use facility
(19) Multiple use support
(20) Vocational/technical
(21) State school
(22) Other
(23) Leased to another entity
(24) Agriculture farm

VIII *BUILDING YEAR OF CONSTRUCTION* Enter the year construction was started (calendar year in which contract was awarded, or, for certain relocatable units or similar construction, the calendar year in which the purchase order was issued).

☑ NOTE: The original year of construction for permanent buildings should not be changed. When additions, remodeling, or renovations occur, including a complete restoration of a building, the original year of construction remains unchanged.

IX *PUBLIC TELEPHONE SYSTEM* (Code)

(1) Complete to all rooms (2) Partial system
(0) None

X *INTERCOM SYSTEM* (Code)

(1) Two way complete (4) One way partial
(2) Two way partial (0) None
(3) One way complete

XI *EDUCATIONAL TELEVISION SYSTEM* (Code)

(01) Closed circuit
(02) Commercial cable TV
(03) Commercial master antenna
(04) Instructional TV fixed service (ITFS)-receiver only
(05) ITFS-transmitter/receiver
(06) Commercial satellite dish-receiver only
(07) Commercial satellite dish-transmitter/receiver
(08) Studio
(09) Combination of 1-8
(00) None

XII *TYPE OF STRUCTURAL COMPOSITION* (Code)

Permanent Buildings	Relocatable Buildings
(1) Concrete	(5) Relocatable
(2) Steel	
(3) Wood	
(4) Combination of 1-3	

☑ NOTE: Relocatable units can only be recorded as code 5 and type of exterior wall finish must be code 08 (item XIII below).

XIII *TYPE OF EXTERIOR WALL FINISH* (Code)

Permanent Buildings	Relocatable Buildings
(01) Concrete	(08) Relocatable
(02) Brick	
(03) Hollow block	
(04) Stucco	
(05) Wood	
(06) Combination of 01-05	
(07) Other	

NOTE: Relocatable units can only be recorded as code 08 and type of structural composition must be code 5 (item XII above).

XIV *CORRIDOR LOADING* (Code)

(1) Single inside	(4) Double outside
(2) Double inside	(0) None
(3) Single outside	

NOTE: See examples of corridor loading in Appendix A and terms and definitions for explanation.

XV *NUMBER OF STORIES* Enter the number of stories 01-99. Do not count a basement as a story if the ceiling is less than three feet above ground level.

NOTE: See NOTE in item XIII, space location, in the section on reporting space data.

XVI *TYPE COOLING SYSTEM* (Code)

(1) Central	(4) Combination of 1-3
(2) Local zone	(0) None
(3) Individual units	

XVII *SOURCE OF HEAT ENERGY* (Code)

(1) Oil	(4) Coal
(2) Gas	(5) Solar
(3) Electric	(0) None

XVIII *TYPE OF HEAT DISTRIBUTION* (Code)

Central System	Zone System
(01) Hot air	(05) Hot air
(02) Hot water	(06) Hot water
(03) Steam	(07) Steam
(04) Radiant	(08) Radiant

Individual Room Unit System | Other System

(09) Vented space heater | (13) Combination of 01-12
(10) Unvented space heater | (00) No heat provided
(11) Radiant
(12) Reverse cycle

XIX *CAPACITY OF HEATING SYSTEM* (Code)

(1) Adequate (2) Inadequate
(0) None

XX *MECHANICAL VENTILATION PROVIDED* (Code)

(1) Yes (0) No

XXI *TYPE OF ARTIFICIAL LIGHTING* (Code)

(1) Unshielded incandescent | (5) Shielded fluorescent
(2) Globe fixture | (6) Indirect lighting
(3) Incandescent ring | (7) Combination of 1-6
(4) Unshielded fluorescent | (0) None

XXII *LIGHTING ADEQUACY* (Code)

(1) Adequate (2) Inadequate

Room Transaction - Step 1

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91000              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                          FISH TRANSACTIONS MENU

          _ FCR91010   (PF1)     FACILITY TRAN MENU
          _ FCR91020   (PF2)     PARCEL TRAN MENU
          _ FCR91040   (PF4)     BUILDING TRAN MENU
          _ FCR91050   (PF5)     ROOM TRAN MENU
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:          SEND DATA-->                            MODE: STEP
```

Typical screen that provides the gateway to enter room transactions. Press ***PF5*** or ***<tab>*** to the space preceding FCR91050 and type ***X <enter>*** to move to the next screen.

Room Transaction - Step 2

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91050              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                          ROOM TRANSACTION MENU

          _ FCR91051   (PF1)     ADD ROOM TRANSACTION
          _ FCR91052   (PF2)     MODIFY ROOM TRANSACTION
          _ FCR91053   (PF3)     DELETE ROOM TRANSACTION
          _ FCR91054   (PF4)     DISPLAY ROOM TRANSACTION
          _ FCR91055   (PF5)     BROWSE ROOM TRANSACTIONS
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:          SEND DATA-->                            MODE: STEP
```

Typical screen used to enter room transactions. Choose the desired ***function key*** or ***<tab>*** to the space preceding the option and type ***X <enter>*** to move to the next screen.

Room Transaction - Step 3

```
FCM91051              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   10:27:22
                              ADD ROOM TRANSACTION

AGENCY   :
FACILITY :
PARCEL   :       BUILDING :        ROOM :        SUFFIX :

ACTION CODE      :        TRANSACTION DATE :    /  /
DESIGN           :
NET SQUARE FEET  :
STUDENT STATIONS :
CONDITION        :
YEAR CONSTRUCTED :
FLOOR LOCATION   :
FLOOR COVERING   :


PF1=                  PF4=                  PF7=                  PF10= PRIOR MENU
PF2=                  PF5=                  PF8=                  PF11= MAIN MENU
PF3=                  PF6=                  PF9=                  PF12= EXIT 'FC'
DC900023 PLEASE, ENTER REQUIRED KEY FIELD(S).
```

Typical screen used to enter room transactions.

ROOM UPDATE–FIELD DATA

I *ACTION* (Code)

A = Add
C = Change
D = Delete

II *AGENCY NUMBER* Enter agency number assigned by the Florida Department of Education.

III *FACILITY NUMBER* Enter the unique four-digit number assigned by the OEFIS automated FISH system.

IV *PARCEL NUMBER* Enter the unique three-digit number assigned by the OEFIS automated FISH system.

V *BUILDING NUMBER* Enter the unique number assigned to the building.

NOTE: See NOTES 1 & 2 in item V in the section for reporting building information.

VI *SPACE (room) NUMBER* Enter the number assigned to the space (do not use all zeroes [000] as a number).

NOTE: For relocatable unit room numbers, record the unique building and room number originally assigned to the space. This number should remain with the unit until it is disposed of by the district (see notes in items V & VI in the section for reporting building information).

VII *SUFFIX* For small rooms attached to and opening into a large room, repeat the room number and assign a suffix (use only alpha characters, do not use the letters I and O).

NOTE: Do not use the suffix option for large suites with multiple rooms; assign individual numbers to each space (see terms and definitions, and space area and NOTE 1 in item IX of this section).

VIII *SPACE DESIGN* (Code) Select the design code number which best describes the purpose for which each space was designed. If current use of the space is different from the original design, or subsequent design alteration, choose the code based upon design, not the use of the space (refer to the section on common mistakes to avoid for additional information).

NOTE 1: The space design code should represent the actual intended use of the space at the original time of construction or the intended long term use resulting from remodeling. The space design code should not be changed because of a simple rescheduling of classes or assignment to a different function or use. To change the design code of an existing space, the area should have been remodeled.

NOTE 2: N = Nursery (ESE)
P = Pre-k ESE
K = Kindergarten
PS = Postsecondary (includes some vocational and adult programs)
1-12 = Grade Levels

(1) GENERAL EDUCATION SPACE (N-12)

DO NOT USE DESIGN CODES 400-612,824,825,900-912 IN SCHOOL CENTERS

a. *Classrooms and Laboratories for Grades K-6*

Design Code	
002	Kindergarten classroom (K)
003	Primary classroom (1-3)
004	Intermediate classroom (4-6)
005	Resource room (K-6)
006	Computer skills development laboratory (K-6)
007	Foreign language skills development laboratory (K-6)
008	Mathematics skills development laboratory (K-6)
009	Social studies skills development laboratory (K-6)
010	Language arts skills development laboratory (K-6)
011	Art laboratory (K-6)
012	Music laboratory (K-6)
013	P.E. storage (K-6)
014	P.E. covered play area (K-6)
015	Open-plan instruction space (K-6)

b. *Classrooms and Laboratories for Grades 6-9*

020	Middle/junior high classroom (6-9)
021	Resource room (6-9)
022	Computer skills development laboratory (6-9)
023	Foreign language skills development laboratory (6-9)

024 Mathematics skills development laboratory (6-9)
025 Social studies skills development laboratory (6-9)
026 Language arts skills development laboratory (6-9)
027 Science demonstration classroom (6-9)
028 General science laboratory (6-9)
029 Art laboratory (6-9)
030 General typing laboratory (6-9)
031 Open-plan instruction space (6-9)

c. *Classrooms and Laboratories for Grades 9-12*

035 Senior high classroom (9-12)
036 Resource room (9-12)
037 Computer skills development laboratory (9-12)
038 Foreign language skills development laboratory (9-12)
039 Mathematics skills development laboratory (9-12)
040 Social studies skills development laboratory (9-12)
041 Language arts skills development laboratory (9-12)
042 Science demonstration classroom (9-12)
043 General science laboratory (9-12)
044 Biology laboratory (9-12)
045 Physics laboratory (9-12)
046 Chemistry laboratory (9-12)
047 Art laboratory (9-12)
048 General typing laboratory (9-12)
049 J.R.O.T.C. (9-12)
050 Open-plan instruction space (9-12)

d. *Exceptional Student Education for Grades N-12*

060 Special classroom (N-12)
061 Self-contained classroom (N-12)
062 Special vocational programs (7-12)
063 PT/OT laboratory (N-12)
064 Exceptional student resource room (N-12)
065 Supplementary instruction space (N-12)
066 Observation booth (N-12)
067 Time out room (P-12)
068 Audiology laboratory (N-12)
069 Therapy pool (N-12)

e. *Music*

075 Vocal music classroom (6-12)
076 Band classroom (6-12)
077 Orchestra classroom (6-12)
078 General music classroom (6-12)
079 Guitar laboratory (6-12)
080 Piano laboratory (6-12)
081 Recording room (6-12)
082 Instrument repair room (6-12)
083 Other music space (P-PS)

f. *Physical Education Locker Rooms*

090 Dressing room - male (6-12)
091 Dressing room - female (6-12)
092 Locker room - male (6-12)
093 Locker room - female (6-12)
094 Shower - male (6-12)
095 Shower - female (6-12)
096 Drying area - male (6-12)
097 Drying area - female (6-12)
098 P. E. storage (6-12)
099 Teachers shower - male (6-12)
100 Teachers shower - female (6-12)

g. *Physical Education General Space*

110 Multipurpose/instruction (6-12)
111 Gymnasium floor/physical education (6-9)
112 Gymnasium floor/physical education (9-12)
113 Gymnasium seating (6-12)
114 Laundry/towel distribution (6-12)
115 First aid (6-12)
116 Training room - including whirlpool (6-12)
117 Weight room (6-12)
118 Wrestling room (6-12)
119 Gymnastics/dance (6-12)
120 Gymnasium storage (6-12)
121 Other physical education space (P-PS)

(2) VOCATIONAL TECHNICAL SPACE (6-PS)

NOTE: See SREF for space requirements of small, medium, and large laboratories.

a. *Agricultural Education*

200 Orientation & exploration laboratory (6-9)
201 Practical experience laboratory (9-12)
202 Small agricultural education laboratory (9-PS)
203 Medium agricultural education laboratory (9-PS)
204 Large agricultural education laboratory (9-PS)

b. *Business Education*

210 Orientation & exploration laboratory (6-9)
211 Practical experience laboratory (9-12)
212 Business education laboratory (9-PS)

c. *Distributive/Diversified Education*

220 Orientation & exploration laboratory (6-9)
221 Practical experience laboratory (9-12)
222 Distributive/diversified education laboratory (9-PS)
223 Medium marketing/diversified education laboratory (9-PS)
224 Large marketing/diversified education laboratory (9-PS)

d. *Family and Consumer Services*

230 Orientation & exploration laboratory (6-9)
231 Practical experience laboratory (9-12)
232 Small family and consumer services education laboratory (9-PS)
233 Medium family and consumer services education laboratory (9-PS)
234 Large family and consumer services education laboratory (9-PS)

e. *Technology Education*

240 Orientation & exploration laboratory (6-9)
241 Small technology education laboratory (9-12)
242 Medium technology education laboratory (9-12)
243 Large technology education laboratory (9-12)

f. *Industrial Education*

240 Orientation & exploration laboratory (6-9)
244 Small industrial education laboratory (9-PS)
245 Medium industrial education laboratory (9-PS)
246 Large industrial education laboratory (9-PS)

g. *Health Occupations Education*

250 Orientation & exploration laboratory (6-9)
251 Practical experience laboratory (9-12)
252 Small health occupations education laboratory (9-PS)
253 Medium health occupations education laboratory (9-PS)
254 Large health occupations education laboratory (9-PS)

h. *Public Service Education*

260 Orientation & exploration laboratory (6-9)
261 Practical experience laboratory (9-12)
262 Small public service education laboratory (9-PS)
263 Medium public service education laboratory (9-PS)
264 Large public service education laboratory (9-PS)

I. *Vocational Resource Space*

270 Work evaluation laboratory (9-PS)
271 Vocational preparatory instruction (VPI) laboratory (9-PS)
272 Vocational laboratory support space (for spaces not included in related spaces section)

(3) AUXILIARY SPACE (N-PS)

(Spaces included at a school center)

a. *Administration*

300 Principal/director's office (N-PS)
301 Assistant principal/media/administrative/guidance office (N-PS)
302 Bookkeeping office (N-PS)
303 Secretarial space (N-PS)
304 General administrative reception area (N-PS)
305 Production workroom (N-PS)
306 Conference room (N-PS)
307 Clinic (N-PS)
308 Administrative storage (N-PS)
309 Records vault/student records (N-PS)
310 School store (N-PS)
311 Student activities area (N-PS)
312 Computer area (N-PS)
313 Careers room (N-PS)
314 Itinerant office (N-PS)
315 Teacher planning office (N-PS)
316 Teacher lounge/dining (N-PS)
317 General school space (N-PS)

b. *Custodial*

330 Custodial receiving (N-PS)
331 Custodial service closet (N-PS)
332 Custodial work area (N-PS)
333 Flammable storage (N-PS)
334 Equipment storage (N-PS)

c. *Food Service* (school center only)

340 Dining area (N-PS)
341 Kitchen and serving area (N-PS)
342 Kitchen-dry storage area (N-PS)
343 Kitchen-office (N-PS)
344 Kitchen-garbage wash area (N-PS)
345 Kitchen-nonfood storage area (N-PS)
346 Kitchen-food preparation area (N-PS)
347 Kitchen-dish washing area (N-PS)
348 Satellite kitchen (N-PS)
349 Kitchen-chair storage (N-PS)
350 Other food service (N-PS)
351 Covered patio (6-12)

d. *Auditorium*

360 Seating (6-PS)

e. *Multipurpose*

361 Multipurpose room (N-PS)
362 Multipurpose room chair storage (N-PS)

f. *Stage*

363 Stage attached to auditorium, multipurpose room, gymnasium, or dining room (N-PS)
364 Stage storage (N-PS)
365 Dressing room-male (N-PS)
366 Dressing room-female (N-PS)
367 Control booth/projection room (N-PS)

g. *Textbook Storage*

368 Textbook storage area (N-PS)

h. *Student Storage*

369 Student-personal storage (6-PS)

I. *Public Use*

370 Lobby (6-PS)
371 Concessions (6-PS)
372 Ticket booth (6-PS)

j. *School Media Center*

380 Reading room/stacks (P-PS)
381 Technical processing area (P-PS)
382 Production and professional library (P-PS)
383 Audio-visual storage area (P-PS)
384 Periodical storage area (P-PS)
385 Closed circuit television laboratory (P-PS)
386 Closed circuit storage area (P-PS)
387 Media production laboratory (P-PS)
388 Copying room (P-PS)
389 Small group room (P-PS)
390 Group projects and instruction room (P-PS)
391 Media maintenance and repair (P-PS)

(4) ANCILLARY SPACE
(District wide services center)

DO NOT USE DESIGN CODES 002-391,800-821,830-924 IN ANCILLARY CENTERS

a. *Ancillary Administrative Support*

400 Superintendent's office
401 Conference room

402 Superintendent's secretary
403 Multiple clerk/secretarial office
404 Ancillary reception area
405 Vault
406 Assistant superintendent's office
407 Other administrative offices
408 Business operations working area
409 Terminal and storage area (business operations)
410 School plant planning
411 Word processing center
412 Personnel services-includes work area
413 Central reproduction and copy area
414 Central administrative supply area
415 Administrative mail room
417 Central security office
418 Ancillary administrative storage area
419 Ancillary flammable storage
420 Board meeting room
421 Ancillary staff lounge
422 Main lobby and switchboard
424 Director's office
425 Assistant director's office
426 General office/secretary
427 Staff development/instructional
428 Other ancillary administrative support

b. *Ancillary Custodial Services*

416 Custodial Services

c. *Ancillary Computer/Data Center*

500 Programmer room
501 Data processing technical manuals and tools
502 Data processing equipment and materials
503 Computer room (raised floor)
504 Off-line equipment room
505 Ancillary computer storage
506 Other central equipment support

d. *Ancillary Support Facilities*

510 Warehouse
515 Central kitchen
520 Carpentry shop
525 Glazing shop
530 Masonry shop
535 Small engine shop
540 Electronics shop
545 Electrical shop
550 Machine shop

555 Plumbing shop
560 Paint shop
565 Welding shop
570 Air conditioning shop
575 Carpet shop
580 Locksmith shop
585 Garage parts room
586 Machine shop
587 Glass/upholstery shop
588 Body shop
589 Paint/flammable storage
590 Paint bay
591 Tire storage & mounting
592 Work bay
593 Driver's classroom
594 Ancillary support storage

e. *Ancillary Media Services*

600 Library warehouse/stacks
601 Reference
602 Professional library
603 Periodical/journal services
604 Central media processing
605 Audio visual equipment
606 Closed circuit TV laboratory
607 Closed circuit support
608 Media production laboratory
609 Media copying room
610 Media maintenance/repair
611 Ancillary media storage
612 Other ancillary media space

(5) SPECIAL USE DESIGN CODES
(all areas: schools, auxiliary, ancillary)

700 Inside circulation area
701 Covered walkway
702 Mechanical room
703 Electrical room
704 In school suspension or detention room/alternative classroom
705 Museum/gallery/art display room
707 Telephone equipment/communications closet

(6) RELATED SPACES
(all areas: schools, auxiliary, ancillary)

a. *Combination & General Use Related Spaces*

800 Arms room
801 Firing range (indoor)

802 Conference (instructional space in vocational programs)
803 Darkroom (PK-12 and ancillary)
804 Dispensary
805 Kiln
806 Reference
808 Storage, material (small = 1-115 NSF)
809 Storage, material (medium = 116-205 NSF)
810 Storage, material (large = 206-600 NSF)
811 Storage, outside
812 Storage, project (small)
813 Storage, student (K-5, ESE, & voc ed)
814 Restroom, student-both sexes (N-3)
815 Restroom, student-male (4-PS)
816 Restroom, student-female (4-PS)
817 Restroom and bath, student (ESE)
818 Lockers, restroom, and shower (ESE & voc ed)
819 Restroom, staff-male
820 Restroom, staff-female
821 Restroom, staff-both sexes
822 Restroom, public use-male
823 Restroom, public use-female
824 Restroom, ancillary-male
825 Restroom, ancillary-female
826 Elevator, freight/passenger
827 Elevator, passenger/handicapped

b. *Music Related Spaces*

830 Ensemble
831 Practice room
832 Storage, instrument
833 Storage, robe
834 Storage, uniform
835 Studio

c. *Vocational Related Spaces*

840 Classroom (related instruction)
841 Greenhouse
842 Kitchen (family and consumer sciences only)
843 Laundry (family and consumer sciences only)
846 Reception (instructional)
847 Storage, flammable
848 Storage, machinery
849 Storage, project (large)
850 Storage, tool (small)
851 Storage, tool (large)
852 Technology resource center
853 Testing

d. *Vocational Select Spaces*

807 Equipment storage
844 Multipurpose laboratory (family and consumer sciences only)
845 Observation booth (family and consumer sciences only)
854 Darkroom (voc ed only)
861 Animal shelter
862 Burn/fire maze
863 Fitting room
864 Isolation room
865 Radio control room
866 Radio studio
867 TV control room
868 TV studio
869 X-ray
870 Test cell

(7) RESIDENTIAL FACILITIES

(Use design codes 001-870 except for the following specific spaces)

900 Hospital ward
901 Dental office
902 Examination room
903 Waiting room
904 Optometrist office
905 Infirmary laboratory
906 Therapy room
907 Nurse station
908 Admittance (infirmary/clinic)
909 Dormitory
910 House parent
911 Dormitory bath
912 Dormitory recreation
913 Dormitory lounge
914 Dormitory closet
915 Dormitory laundry
916 Chapel
917 Residence bedroom
918 Residence kitchen
919 Residence living room
920 Residence garage
921 Residence sun deck
922 Residence dining
923 Residence basement
924 Residence carport

IX <u>*SPACE AREA*</u> Enter the space area in NSF. Room spaces should be measured from the inside surface of enclosing walls. Storage and other areas built into and serving as adjuncts (without doors) to these areas should be included in the total space area.

NOTE 1: Permanent buildings with demountable or moveable walls, or large open concept classrooms, may be assigned space numbers prorated to the total NSF for the assignable areas. When the total NSF of the building is accounted for, it will not be necessary to change FISH each time the interior walls are moved (this procedure is not intended for large classrooms or a room that is simply divided by sliding accordion type partitions).

A. Open plan instruction areas

1. Student stations (Space design codes 015, 031, 050)	65% of NSF
2. Interior circulation (Space design code 700)	25% of NSF
3. Teacher planning (Space design code 315)	5% of NSF
4. Storage (Space design code 810)	5% of NSF

Example: for a 5,000 NSF space in an elementary school assign 3,250 NSF to design code 015, 1,250 NSF to design code 700, 250 NSF to design code 315, and 250 NSF to design code 810, e.g.:

Room	NSF	Design
001	3,250	015
001A	1,250	700
001B	250	315
001C	250	810

B. Space used primarily for administration

1. Offices (Space design code 317)	70% of NSF
2. Interior circulation (Space design code 700)	25% of NSF
3. Storage (Space design code 308)	5% of NSF

Example: for a 3,000 NSF space in an administrative complex assign 2,100 NSF to design code 317, 750 NSF to design code 700, and 150 NSF to design code 308, e.g.:

Room	NSF	Design
001	2,100	317
001A	750	700
001B	150	308

NOTE 2: Covered walkways should be measured based on the actual floor area (do not measure the overhang of the covered area).

X *TOTAL STUDENT STATIONS* Enter student stations based on standard student stations charts in Appendix B. Actual stations (built in by design) for vocational classrooms and senior high science classrooms may be entered if the actual stations are less than the standard stations based on square footage requirements in SREF.

NOTE: Student stations are not assigned until the full square footage requirements are met for the particular design of a space.

XI *SPACE CONDITION* (Code) Enter the code which best describes the condition of the space.

NOTE: In order to change the space condition from satisfactory to unsatisfactory an architect must certify that the space is no longer physically safe or suitable for occupancy; in order to change the space condition from unsatisfactory to satisfactory an architect must certify that the space has been successfully reconditioned to meet all applicable regulations regarding occupancy requirements.

(1) Satisfactory: The space condition is such that the purpose for which it was designed can be accomplished.

(2) Unsatisfactory: The space condition is such that the purpose for which it was designed cannot be accomplished.

NOTE 1: Unsatisfactory space is typically designated as such due to compromising effects on the structural integrity, safety, or excessive physical deterioration of a building. Space condition should be the same, either satisfactory or unsatisfactory, for all rooms in a building with the exception of rooms reported in relocatable buildings that represent individual units.

NOTE 2: Space that has been determined to be unsatisfactory should not be occupied. Facilities that have a capital outlay classification of C-3 or C-7 (facilities not recommended for continued use) may be occupied if the space condition is satisfactory.

NOTE 3: Application of a facility replacement formula, such as the Castaldi generalized formula for modernization or other similar facilities study, does not necessarily mean that the condition of the selected spaces is unsatisfactory. The condition code cannot be changed simply due to the results of a planned replacement unless the architectural integrity of the space meets the criteria identified to classify the space as unsatisfactory.

(3) Failed Standards: Relocatable classroom and associated space that does not meet regulations established for long-term use. Cannot be used for student instruction.

NOTE: Failed standards indicates that a relocatable meets normal conditions to be reported as satisfactory space but has failed the criteria established for classroom use in Section 235.061, F.S. Certification of condition is required. When the necessary documentation is filed with The Bureau of Educational Facilities, the Department will make appropriate condition code changes in FISH.

(4) Scheduled for Replacement: Relocatable classroom and associated space that is scheduled for elimination or replacement with a permanent classroom and associated space. The classroom and associated space must be specifically identified in both the educational plant survey and the facilities work plan.

NOTE: Scheduled for replacement indicates that a relocatable meets normal conditions to be reported as satisfactory space but has been clearly identified and reported as space that is imminently scheduled for removal from a school campus as prescribed in Sections 235.15(1)(b)1 and 235.185, F.S. Certification of condition is required. When the necessary documentation is filed with The Bureau of Educational Facilities, the Department will make appropriate condition code changes in FISH.

XII *YEAR OF CONSTRUCTION* Enter the year construction started (calendar year in which a contract was awarded or, for certain relocatable units or similar construction, the calendar year in which the purchase order was issued).

NOTE: The original year of construction should not be changed. When renovations occur, including a complete restoration of a room, the original year of construction remains unchanged. Rooms built under an existing roof should have the same year of construction as the building. Rooms that are extensions of an existing building with new roof space should reflect the year of construction when the addition was built.

XIII *SPACE LOCATION* (Code)

00 = Basement
01-99 = 1st through 99th floor

NOTE: Do not record a basement as 00 if the ceiling is more than three feet above ground level. In such cases where a partial basement exists and the ceiling is more than three feet above ground level begin numbering with location 01.

XIV *FLOOR COVERING* (Code)

(1) Wood
(2) Concrete
(3) Tile (composition)
(4) Terrazzo
(5) Carpet
(6) Ceramic (tile)
(7) Quarry (tile)
(8) Other

COMMON MISTAKES TO AVOID

Most mistakes occur when recording design codes. Errors can usually be avoided by carefully selecting design codes from the section appropriate to the grade organization or the correct ancillary or auxiliary sections.

It is very important not to confuse USE of a space with DESIGN of a space. A space may be used according to the unique and changing needs of programs, but the actual design of the space should be recorded in FISH.

Type Facility	Typical Design Code Errors
Elementary	020-050,075-082,090-120,200-272,351,369,400-612,800-802,824-825,830-835,840-870,900-924
Middle	002-015,035-050,201-204,211,212,221-224,231-234,241-246,251-254,261-271,400-612,800,801,824-825,842-846,900-924
Senior High	002-031,200,210,220,230,240,250,260,400-612,824-825,900-924
Vocational	002-121,200,210,220,230,240,250,260,400-612,824-825,900-924
ESE	002-010,015-050,075-082,090-100,111-120,200-272,400-612,800,801,824-825,830-835,840,847-870,900-924
Combination Elem/Jr High	035-050,201-204,211,212,221,222,231-234,241-246,251-254,261-271,400-612, 842-846,824-825,900-924
Combination Jr/Sr High	002-015,400-612,824-825,900-924
Alternative	400-612,824,825,900-924
Ancillary	002-391,704,800-823,830-870,900-924

Existing spaces do not always fit the specific criteria of the *State Requirements for Educational Facilities* (SREF). Some spaces vary slightly beyond the range provided for in state board rules due to a multitude of valid reasons. Whenever spaces vary significantly (more than 5%) from the standards established, OEFIS attempts to reconcile the variances based on size and space criteria.

The following general tips should serve as guidelines to assure that spaces are correctly identified in FISH:

(1) Resource rooms should have a minimum of 416 NSF and a maximum of 703 NSF; exceptional student education resource rooms may have a minimum of 384 NSF and a maximum of 768 NSF.

(1) Elementary resource rooms are earned based on one resource room per each 150 student stations. Resource rooms exceeding the number generated are assigned student stations.

(2) Middle, junior high, and senior high resource rooms are earned based on one resource room per each 250 student stations. Resource rooms exceeding the number generated are assigned student stations.

(2) Multipurpose physical education rooms (design code 110) should have approximately 1,200 NSF. The multipurpose physical education space and multipurpose food service space (design code 361) are not interchangeable. These spaces should not be confused with the family and consumer services multipurpose instruction space (design code 844) contained in the related spaces table of SREF.

(3) Small group instruction spaces (design code 389) and group projects and instruction spaces (design code 390) are assigned to the library or media area as unique spaces designed for special media related purposes.

NOTE: These design codes should not be used in areas outside a media center.

(4) Careers rooms (design code 313) are assigned to the guidance area as unique spaces designed for guidance counseling toward career related subjects. This design code should not be assigned to areas outside the guidance or administrative suite.

(5) Vocational related classrooms (design code 840) should have a minimum of 416 NSF and a maximum of 850 NSF. Vocational related classrooms that are inside approved vocational laboratories are not assigned student stations. All other uses of this design code will result in the assignment of student stations.

(6) Vocational lab support spaces (design code 272) generally should not exceed 400 NSF.

Every effort should be made to accurately report all spaces in FISH. If there is ever a question about the design code of an area, a review of the floor plans may help to determine the actual design of the space.

ADMINISTRATIVE SPACE: An area devoted to school business, student personnel management, public relations activities, or a combination of these activities where such an area is not designated for other purposes.

ANCILLARY FACILITY: A non-instructional site used by a school district to provide administrative services, warehouse services, vehicle maintenance, general maintenance, or other support services to a district wide educational program.

ART ROOM: An instructional area designed or provided with special built-in equipment for some specific type of learning activity related to art.

AUDITORIUM: An instructional area designed and usually constructed with a built-in stage and sloping floor or fixed seating for use as an assembly center.

AUDIOVISUAL ROOM: An area designed to house media supplies and equipment.

AUXILIARY SPACE: The spaces located on a school plant site designed for programs such as administration, food services, and media (areas not designed for student stations/academic instruction).

BUILDING: A structure, either permanent or relocatable, consisting of constructed walls, roof, and floor. A structure that has the same floors, ceiling, and walls and is not separated by an open air space is considered one building.

> Permanent: A structure built with a fixed foundation that has permanently attached walls, roof, and floor that cannot be moved or transported either as a unit or in sections.
>
> Relocatable: A building or portion of a building made up of prefabricated units that may be disassembled and reassembled frequently, or a single unit of construction consisting of walls, roof, and floor that is movable as a unit either on wheels or by truck. Mobile, demountable, dividable, modular, and portable buildings are types of relocatable units.

BUSINESS EDUCATION LABORATORY: An instruction area designed or provided with special built-in equipment for some specific type of learning activity in the field of business.

CAFETERIA: A space designed or adapted specifically for use in preparing and serving meals to the student body or other groups.

CAFETORIUM: A support area designed or adapted specifically for the combined functions that might normally be served by a separate cafeteria and a separate auditorium.

CAPACITY: The number of students that may be housed in a facility at any given time based on a utilization percentage of the total number of existing satisfactory student stations.

Type School	Utilization Factor Percentage	x	Satisfactory Student Stations
Elementary	100%		all
Middle & Junior High	90%		all
Senior High	70%		300 or less
	75%		301 - 600
	80%		601 - 900
	85%		901 - 1200
	90%		1201 - 1500
	95%		1501 - and above
Combination Schools	90%		all
Exceptional Student Centers	100%		all
Alternative Education Centers	100%		all
Designated Area Vocational Centers	120%		all
Designated Adult Centers	150%		all

NOTE: Alternative education centers should normally assign design code 704 to general classroom spaces at the center.

CLASSROOM: An instructional space requiring no special design or equipment and used for housing general programs such as language arts, social studies, and mathematics.

CONFERENCE ROOM: A space used primarily for meetings or discussion activities and is usually equipped with tables, chairs, and lounge type furniture.

CORRIDOR LOADING: Refers to passageways, hallways, and open malls (mall area must have at least 50 per cent of the floor area covered to be included in corridor loading areas) used as a required means of egress either within or adjacent to a building. The corridor may be enclosed or open and may be a heated or unheated space.

COURTYARD: A large open space, usable by the student body or faculty, enclosed or surrounded by buildings.

COVERED WALKWAY: Enclosed or unenclosed covered passageways connected to a building outside the exterior walls.

DISTRIBUTIVE EDUCATION LABORATORY: An area designed and equipped for instructional purposes that covers a wide range of learning activities in the field of marketing and distribution.

EDUCATIONAL PLANT: All real property, land, and buildings assigned to the administrative control of one person and uniquely identified in an educational plant survey.

EXCEPTIONAL STUDENT EDUCATION CLASSROOM: A classroom designed to provide instruction for exceptional students according to specific needs.

NOTE: Special classrooms (design code 060) are for EMH, SLD, VE, HI, VI, and gifted programs. Self contained classrooms (design code 061) are for TMH, EH, profoundly handicapped, physically handicapped, and prekindergarten handicapped programs.

FACILITY NUMBER: The unique four digit number assigned by the OEFIS automated FISH system to designated school board owned facilities, facilities acquired under a lease/purchase agreement, community/joint use facilities in which the school board acts as fiscal agent with maintenance responsibilities, and property for which a long term (40 years or more) use or lease agreement exists and is recommended in the district educational plant survey.

NOTE: The Bureau of Education Information and Accountability Services may assign a unique school number to programs that do not meet facilities definition requirements so that operational funds may be generated based on student assignments to programs that are not eligible to earn COFTE.

GYMNASIUM: An instructional area designed or adapted specifically for physical education activities.

NOTE: Regular or special classrooms connected to, or contained in, gymnasiums are recorded individually as regular or special classrooms and not as part of the gymnasium.

GYMNATORIUM: A gymnasium that includes a stage with general seating and other physical education related areas.

FAMILY AND CONSUMER SERVICES LABORATORY: An instructional area designed and equipped for a variety of learning activities concerned with orientation and exploration of family and consumer services related occupations; the selection, fitting, construction, altering, tailoring, modeling, and care of clothing; grooming and personal development; the care and guidance of children; programs for the aging; reupholstering; construction of draperies, bedspreads, slipcovers, and other home furnishings; selection, use, care, and maintenance of home furnishings and equipment; safety; instructional and home management and support services; interior design and application of art principles; and FHA/HERO.

INSIDE CIRCULATION: The areas inside a building consisting of corridors, floor opening areas at each floor level for stairs, elevators, ramps, escalators, and foyer and vestibule areas, including any recessed entrances that are part of the total area. For open-plan spaces see note in item IX, space area, in the section for reporting space data.

INTERMEDIATE CLASSROOM: A general classroom designed for students in grades 4 through 6.

KINDERGARTEN CLASSROOM (includes regular prekindergarten): A special classroom designed or provided with special built-in equipment for use by a group or class organized to provide educational experiences for children preceding the first grade. Room must not be located above the first floor and must have self-contained restrooms.

LABORATORY: An instructional area designed for and furnished with specialized equipment to serve the needs of a particular program of study. Included in this category are science, language, reading, vocational, and academic laboratories.

MAINTENANCE AND OPERATIONS ROOM: Spaces designed or adapted for use in making repairs to an educational plant for keeping it open and ready for use. These include mechanical service areas, fuel storage rooms, custodial service, receiving areas, building work or repair shops, custodial service closets, and other similar building service areas.

MECHANICAL AND ELECTRICAL SERVICE ROOM: Furnace, pump, fan, generator, transformer, and similar mechanical and electrical service spaces.

MEDIA CENTER: An area specifically designed or adapted as a place for study, reading, and the custody, circulation, and administration of a collection of books, manuscripts, and periodicals kept for use by the student body.

MIDDLE SCHOOL CLASSROOM: A general classroom designed for students in grades 5 through 8.

MISCELLANEOUS ADMINISTRATIVE SPACES: School administrative areas for itinerant teachers other than classrooms, separate offices for teachers or department heads that do not open into a classroom, and spaces with other administrative functions.

MULTIPURPOSE ROOM: An instructional area designed or adapted specifically for two or more of the combined functions that might normally be used for assemblies, physical education, lunch, music, clubs, audiovisual work, and library services.

☑ NOTE: Separate gymnatoriums and cafetoriums are not to be classified as multipurpose rooms.

MUSIC ROOM: An instructional area designed or provided with special built-in equipment for learning activities involving choral and instrumental music.

PARCEL: The unique acreage of contiguous land. Typically consists of a plot of land that is not divided by a county, city, state, or federally owned or maintained road or highway.

☑ Exception: Contiguous land with separate facilities will have unique parcel numbers assigned for all acreage appropriated to the unique facilities as designated in the educational plant survey.

PARCEL NUMBER: The unique three digit number assigned by the OEFIS automated FISH system.

PAVILION: A building plan with a group of structures connected to form a complex or creating an annex to a larger building.

PRIMARY CLASSROOM: A special classroom designed for children in grades 1 through 3. These classrooms have restrooms and hand washing facilities located within the classroom or in adjoining spaces that may be a part of two or more classrooms. Room should not be located above the first floor if possible.

RELATED CLASSROOM: An instructional space designed or provided to support instruction that is primarily conducted in a vocational laboratory.

RESOURCE ROOM: An instructional space used primarily to enhance and support, not supplant, instruction received in regular or special classrooms. Generally designed to accommodate fewer students than other classrooms.

ROOM: A space enclosed on all sides. Alcoves or recesses are not considered separate rooms and should be included in the NSF of the room where such spaces are found. Design codes 014 and 701 are exceptions to the definition of a room.

☑ NOTE 1: Mechanical and electrical spaces that are in attics, on roofs, or beneath floors in crawl spaces, enclosures constructed above stages, storage areas in warehouses or other areas that are above ground level but not a structural story of the building should not be reported as rooms in FISH.

NOTE 2: Uncovered patios, pole barns, equipment sheds that have dirt floors, horticulture canopies or plant growing and protection areas that do not have permanently constructed walls, roof, and floor, small wooden ticket booths on athletic fields, baseball dugouts, and other similar structures should not be reported in FISH.

SCIENCE DEMONSTRATION CLASSROOM: An instructional area designed or provided with special built-in equipment for teacher demonstrations to provide learning activities involving scientific experimentation and other experiences. Generally, there is no student experiment equipment in this type classroom.

SCIENCE LABORATORY: An instructional area designed or provided with special built-in equipment for student participation in learning activities involving scientific experimentation and other experiences. Examples are chemistry, biology, and physics laboratories.

SECONDARY CLASSROOM: A general classroom designed for students in grades 7 through 12.

SPACE: All areas of construction, e.g., buildings, rooms, storage facilities, stair wells, gymnasiums, covered walkways, and covered play areas.

NOTE: There may be many unique applications for space identification that do not necessarily have an assigned space design code. In such cases, use a code that identifies the space as closely as possible to the actual design of the space.

STUDENT STATION: The square footage required per student (as defined in SREF) for an instructional program based on the particular course content to be offered.

NOTE: Student stations are not assigned until the full square footage requirements are met for the particular design of a space (see notes in Appendix B for each of the standard student stations charts).

STUDY HALL: An area designed or adapted for housing a group of students engaged in individual study of lessons or assignments received in regular or special classrooms.

NOTE: Usually assigned as design code 380 for reading room in a school media center.

VOCATIONAL CLASSROOM: An instructional area designed or provided with special built-in equipment for industrial arts and vocational or trade learning activities, mechanics, machine tools, sheet metal work, wood working, electrical trades, radio, plumbing, masonry, aviation, printing, refrigeration, air conditioning, baking and other commercial food preparation, cosmetology, and agriculture.

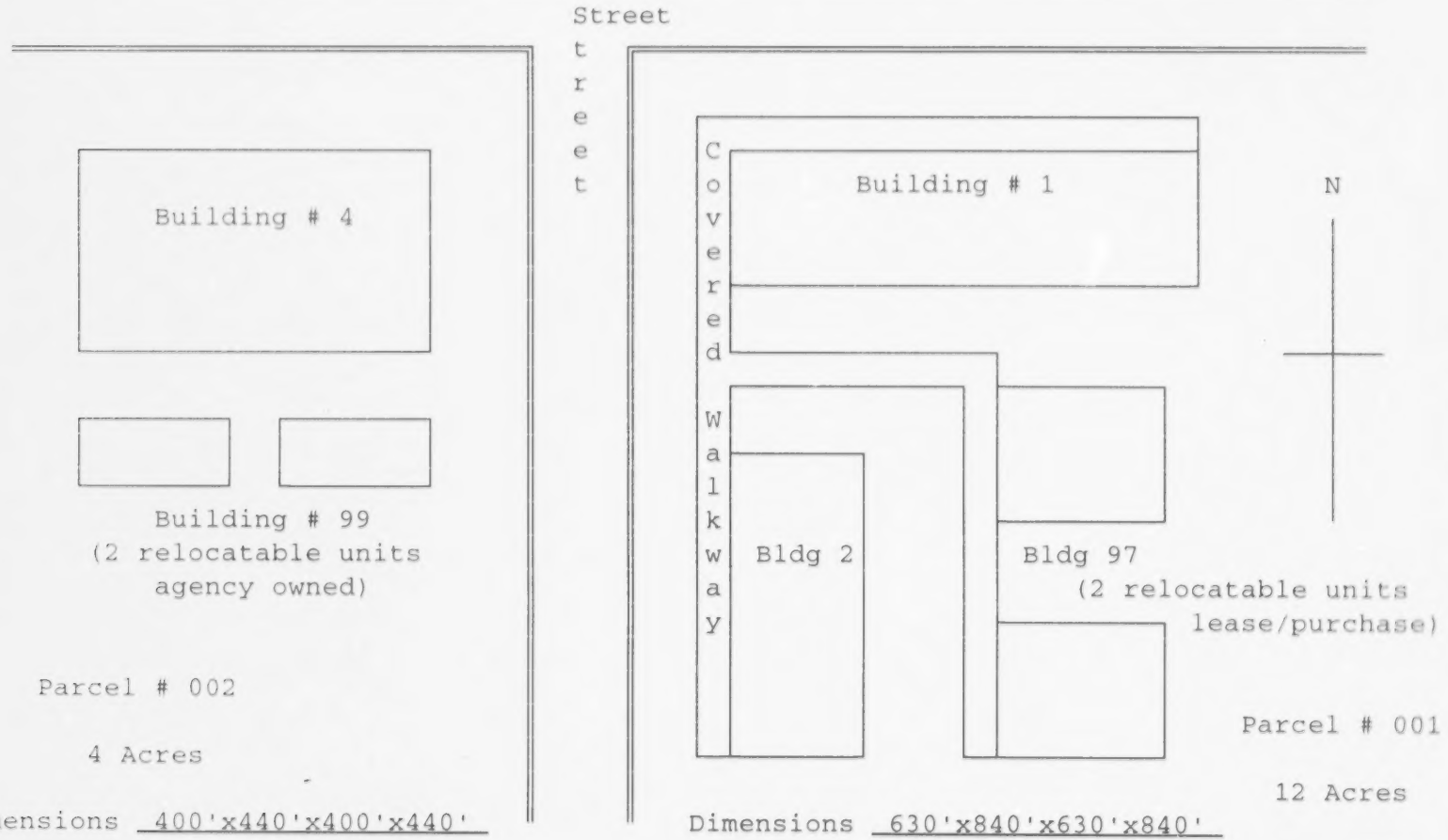
Appendix A

PLOT PLAN

Agency # 3

Facility #

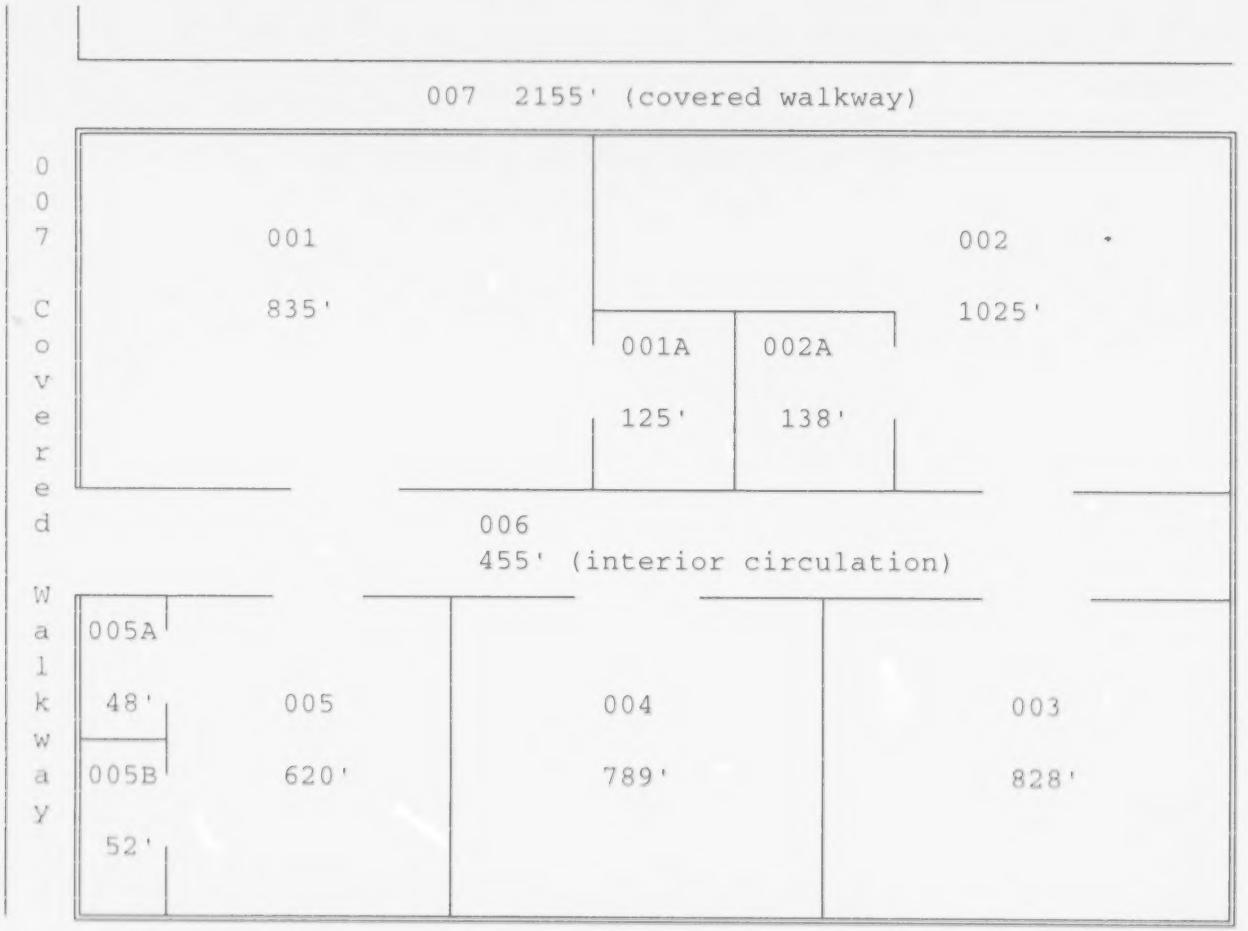
Facility name



FLOOR PLAN

Agency #	Facility #	Parcel #
3		

Facility name _____



Building #4

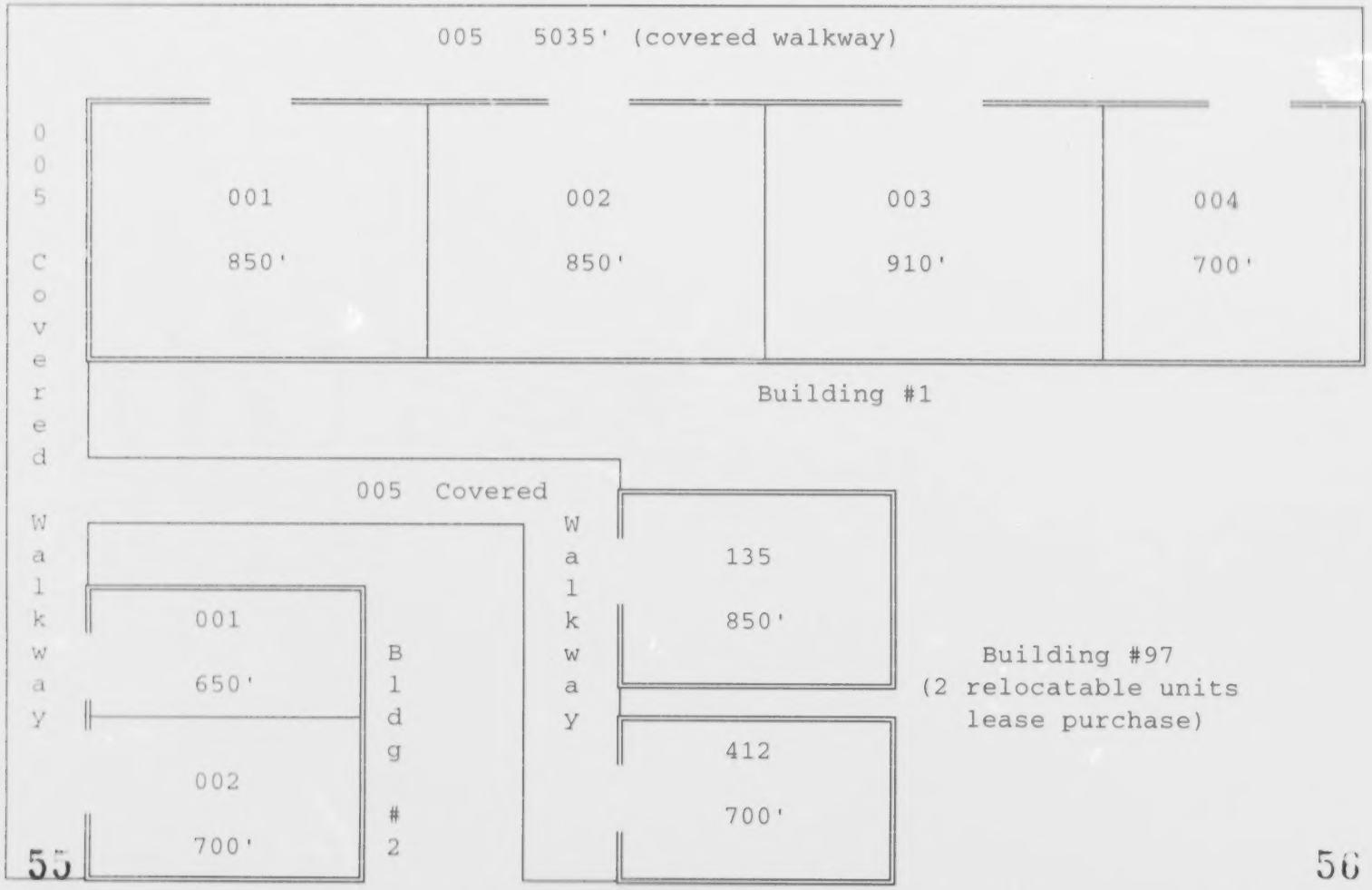
53

54

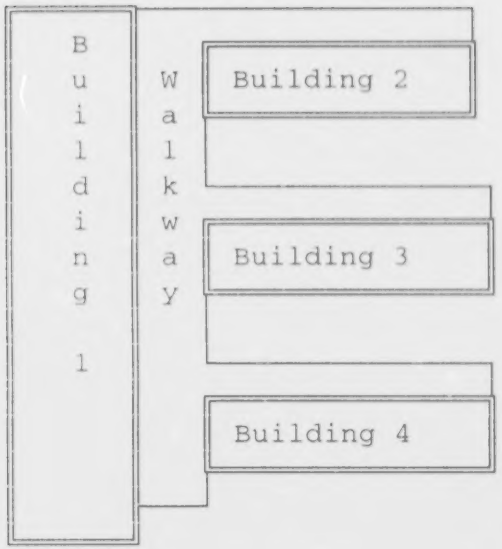
FLOOR PLAN

Agency #	Facility #	Parcel #
3		

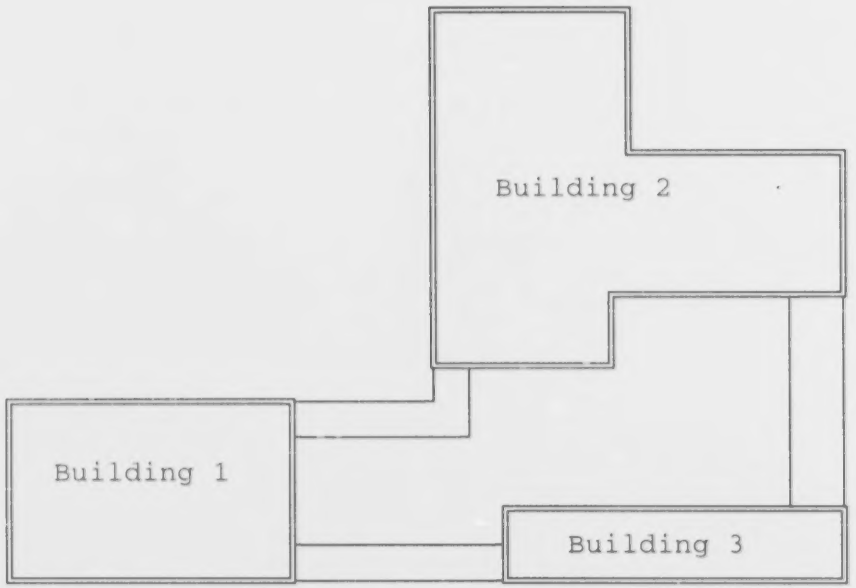
Facility name



BUILDING TYPES

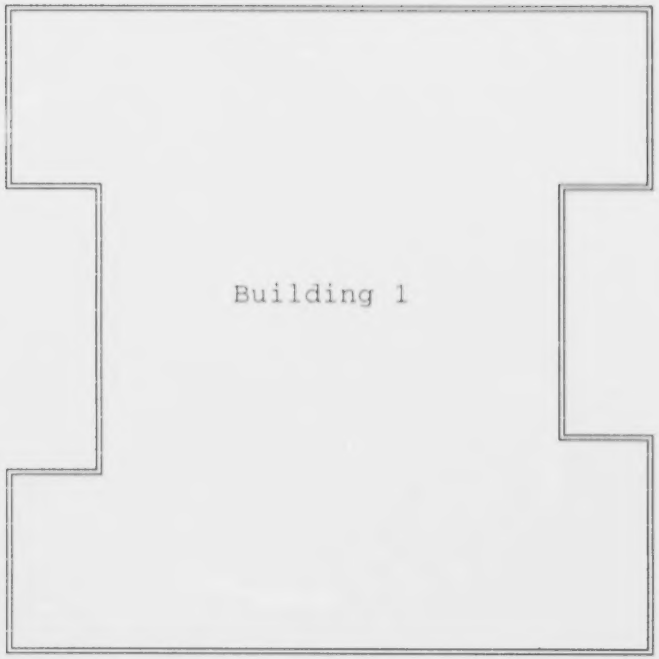


1. Finger Plan

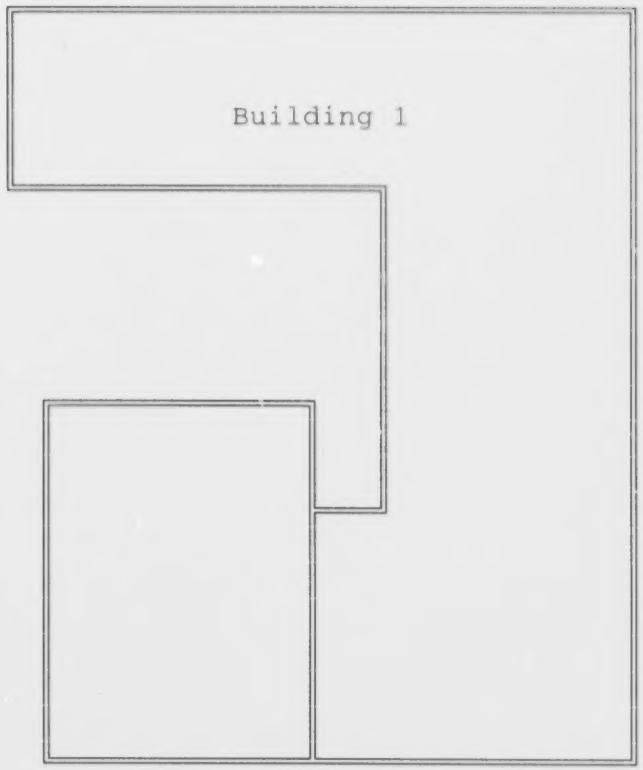


2. Campus Plan

BUILDING TYPES

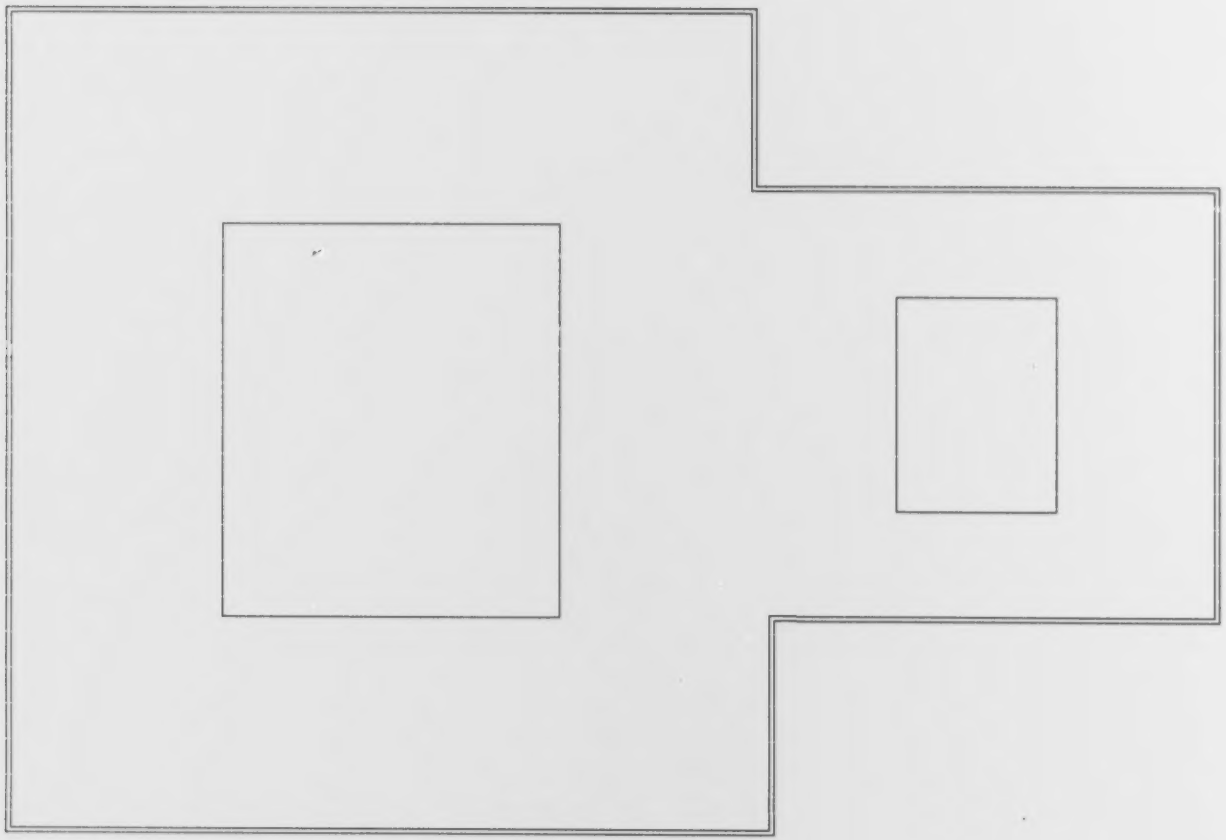


3. Compact Plan



4. Modified Compact Plan

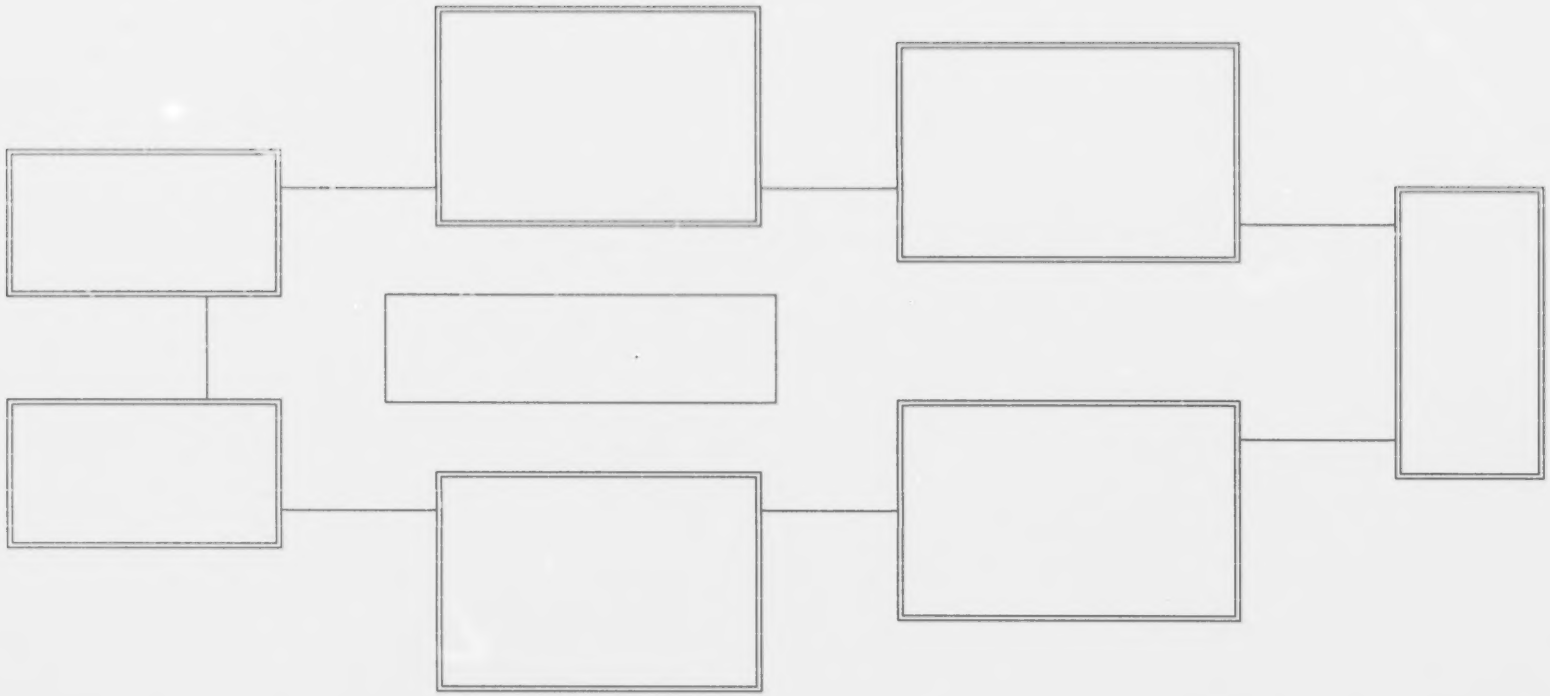
BUILDING TYPES



61

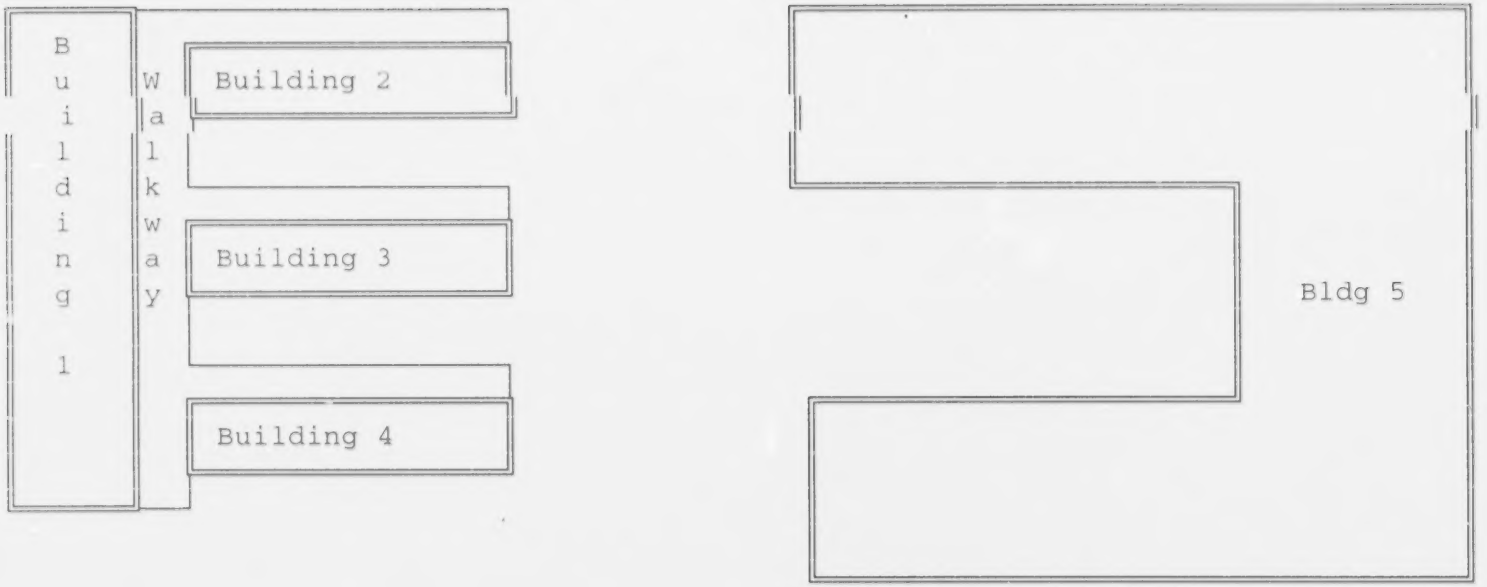
5. Courtyard Plan

62



6. Pavilion Plan

BUILDING TYPES

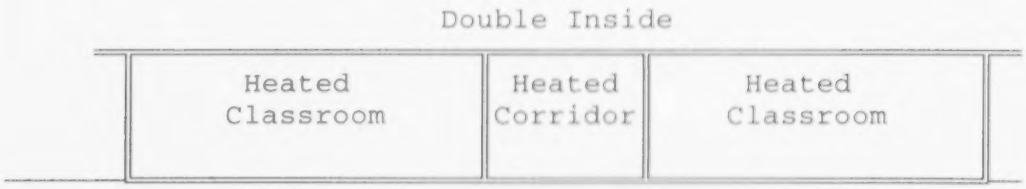


8. Combination Plan

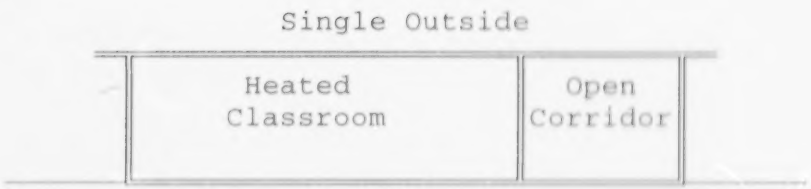
CORRIDOR LOADING

Single Inside

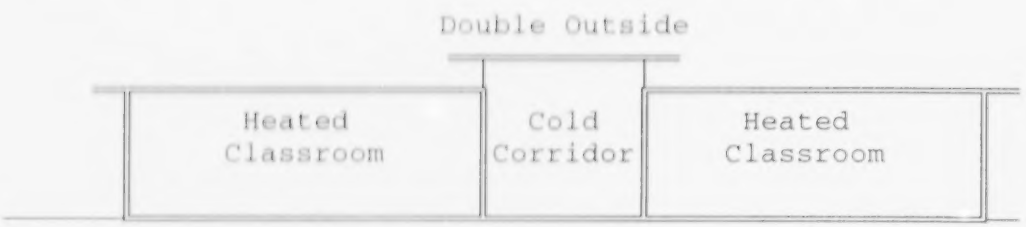
Double Inside



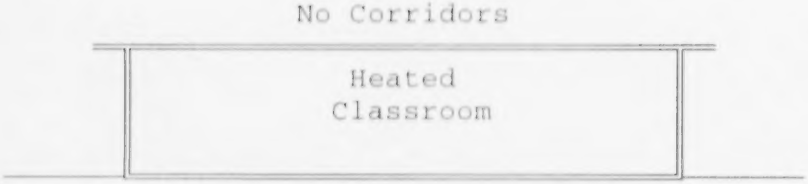
Single Outside



Double Outside



No Corridors



Appendix B

Elementary
Standard Student Stations

- Design Codes -

Student Design Capacity (Sq ft)	002 003 (38)	004 005 (32)
<42>		<1344>
<38>	<1444>	
30		960
29		928
28		896
27		864
26		832
25	950	800
24	912	768
23	874	736
22	836	704
21	798	672
20	760	640
19	722	608
18	684	
17	646	
16	608	

< > = point at which cap is removed from design capacity.

All elementary classrooms with student stations are capped at the original design capacity. Student stations will not be assigned to rooms for square footage between the design capacity and 1.5 times the design capacity. After the room area of an elementary classroom reaches 1.5 times the design capacity, calculations for student station assignments resume based on square footage. Student stations are not assigned until the full NSF requirement is met. See item IX, space area, in the section for reporting space data for open-plan instruction areas.

---

002 Kindergarten classroom
003 Primary classroom
004 Intermediate classroom
005 No assigned stations to one resource classroom per each 150 stations
006-010 No assigned stations to one skills laboratory per each 400 stations
704 Detention/alternative classroom student stations capped at 20 per classroom

Middle/Junior High
Standard Student Stations

Student Design Capacity (sq ft)	Design Codes 020 (30)	021,022 023,024 025,026 (32)	027 030 (37)	029 (42)	028 (51)
<42>	<1260>	<1344>	<1554>	<1764>	
<36>					<1836>
30	900	960	1110	1260	
29	870	928	1073	1218	
28	840	896	1036	1176	
27	810	864	999	1134	
26	780	832	962	1092	
25	750	800	925	1050	
24	720	768	888	1008	1224
23	690	736	851	966	1173
22	660	704	814	924	1122
21	630	672	777	882	1071
20	600	640	740	840	1020
19		608	703	798	969
18			666	756	918
17			629	714	867
16				672	816
15				630	765
14					714
13					663
12					612

< > = point at which cap is removed from design capacity.

All middle/junior high classrooms with student stations are capped at the original design capacity. Student stations will not be assigned to rooms for square footage between the design capacity and 1.5 times the design capacity. After the room area of a middle/junior high classroom reaches 1.5 times the design capacity, calculations for student station assignments resume based on square footage. Student stations are not assigned until the full NSF requirement is met. See item IX, space area, in the section for reporting space data for open-plan instruction areas.

---

020 Middle/junior high classroom
021 No assigned stations to one resource classroom per each 250 stations
022 Computer skills development laboratory
023 Foreign language skills development laboratory
024 Mathematics skills development laboratory
025 Social studies skills development laboratory
026 Language arts skills development laboratory
027 Science demonstration classroom
028 General science laboratory
029 Art laboratory
030 General typing laboratory
704 Detention/alternative classroom student stations capped at 20 per classroom

Senior High
Standard Student Stations

Student Design Capacity (sq ft)	Design Codes 035 (27)	036,037 038,039 040,041 (32)	042 048 (37)	049 (42)	043,044 045,046 (51)	047 (53)
<42>	<1134>	<1344>	<1554>			<2236>
<38>				<1596>		
<36>					<1836>	
30	810	960	1110			1590
29	783	928	1073			1537
28	756	896	1036			1484
27	729	864	999			1431
26	702	832	962			1378
25	675	800	925	1050		1325
24	648	768	888	1008	1224	1272
23	621	736	851	966	1173	1219
22	594	704	814	924	1122	1166
21	567	672	777	882	1071	1113
20	540	640	740	840	1020	1060
19	513	608	703	798	969	1007
18			666	756	918	954
17			629	714	867	901
16				672	816	848
15				630	765	795
14					714	742
13					663	689
12					612	636
11						

< > = point at which cap is removed from design capacity.

All senior high classrooms with student stations are capped at the original design capacity. Student stations will not be assigned to rooms for square footage between the design capacity and 1.5 times the design capacity. After the room area of a senior high classroom reaches 1.5 times the design capacity, calculations for student station assignments resume based on square footage. Student stations are not assigned until the full NSF requirement is met. See item IX, space area, in the section for reporting space data for open-plan instruction areas.

---

035 Senior high classroom
036 No assigned stations to one resource classroom per each 250 stations
037 Computer skills development laboratory
038 Foreign language skills development laboratory
039 Mathematics skills development laboratory
040 Social studies skills development laboratory
041 Language arts skills development laboratory
042 Science demonstration classroom
*043 General science laboratory
*044 Biology laboratory
*045 Physics laboratory
*046 Chemistry laboratory
047 Art laboratory
048 General typing laboratory
049 JROTC
704 Detention/alternative classroom student stations capped at 20 per classroom
840 No stations assigned when built into approved laboratory; other applications are assigned stations at 32 NSF per student station and capped at 30 per class

* Actual Student Stations: Stations that are built in may or may not be calculated based on square footage (see item X, total student stations, in the section for reporting space data).

Exceptional Student Education
Standard Student Stations

- Design Codes -

Student Design Capacity (sq ft)	060 (65)	061 (95)	062 (95)
<23>	<1495>		
<18>			<1710>
<15>		<1425>	
15	975		
14	910		
13	845		
12	780		1140
11	715		1045
10	650	950	950
9		885	885
8		760	760
7		665	665

< > = point at which cap is removed from design capacity.

All exceptional student education classrooms with student stations are capped at the original design capacity. Student stations will not be assigned to rooms for square footage between the design capacity and 1.5 times the design capacity. After the room area of an exceptional student education classroom reaches 1.5 times the design capacity, calculations for student station assignments resume based on square footage. Student stations are not assigned until the full NSF requirement is met.

---

060 Special classroom (N-12) includes EMH, SLD, VE, HI, VI, and gifted
061 Self-Contained classroom (N-12) includes TMH, EH, profoundly handicapped, physically handicapped, and pre-K handicapped
062 Exceptional student vocational classroom (7-12)
064 No assigned stations to one resource classroom per each 500 stations

NOTE: Spaces 060, 061, 064, 065, 066 are generated at elementary and secondary school centers at the rate of one each for every 500 (or major portion thereof) student stations. Space 062 is generated at one for each 1,000 (or major portion thereof) student stations at secondary school centers.

Physical Education
Standard Student Stations

Physical education student stations are assigned to gymnasium floors. Space design code 111 is for middle and junior high schools and space design code 112 is for senior high schools.

Total Satisfactory Student Stations (Excluding gymnasiums and band classrooms)	Assign PE Stations
240 or less	40
241 - 820	60
821 - 1080	80
1081 - 1340	120
1341 - and above	160

NOTE: A school without a gymnasium will not be assigned physical education student stations.

Music Education
Standard Student Stations

Student stations are assigned to design code 076 for band classrooms based on existing satisfactory student stations for middle, junior high, senior high, and combination schools.

Total Satisfactory Student Stations (Excluding gymnasiums and band classrooms)	Assign Band Stations
240 or less	30
241 - 820	35
821 - 1080	40
1081 - 1340	45
1341 - and above	50

NOTE: Music student stations for vocal, orchestra, general music, guitar, and piano classrooms are calculated based on square footage. Only one band classroom will be assigned calculated student stations. If multiple band classrooms are reported at a school center, each additional occurrence will be changed to design code 078, a general music classroom.

Appendix C

Site Size
Minimum Acreage Requirement

COFTE Capacity	Elementary	Middle/Jr High	Senior High
200-299	4		
300-399	5	6	7
400-499	6	7	9
500-599	7	8	11
600-699	8	9	13
700-799	9	10	15
800-899	10	11	17
900-999	11	12	19
1000-1099	12	13	21
1100-1199	13	14	22
1200-1299	14	15	23
1300-1399	15	16	24
1400-1499		17	25
1500-1599		18	26
1600-1699			27
1700-1799			28
1800-1899			29
1900-1999			30
2000-2099			31
2100-2199			32
2200-2299			33
2300-2399			34
2400-2499			35
2500-2599			36

NOTE: Add one acre for each additional 100 COFTE in larger high schools.

Appendix D

The browse option provides the most versatile function to review or search for information on facilities, parcels, buildings, or rooms. The browse function will allow you to navigate from facility to parcel to building to room with minimal effort.

The number of options or combination of options to view FISH data are so numerous that only a select few will be presented here. The best way to learn the most time-efficient use of OEFIS is to simply test the system. You cannot inadvertently destroy information in the browse or display mode.

Viewing FISH Data - Step 1

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
                        FLORIDA DEPARTMENT OF EDUCATION
                OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                                   MAIN MENU

              _ FCR10000    (PF1)     MANAGEMENT VIEWS MENU
              _ FCR20000    (PF2)     FISH DATA VIEW MENU
              _ FCR30000    (PF3)     PROJECT REFERENCE MENU
              _ FCR40000    (PF4)     PROJECT DATA MANAGEMENT
              _ FCR60000    (PF6)     PLANT DATA MENU
              _ FCR70000    (PF7)     LIBRARY MANAGEMENT MENU
              _ FCR80000    (PF8)     MANAGEMENT REPORTS
              _ FCR90000    (PF9)     FISH PROCESSING MENU
              _ PF12        (PF12)    EXIT APPLICATION




RESPONSE:              SEND DATA-->                        MODE: STEP
```

Typical OEFIS screen. Your menu options may vary based on the options you are authorized to use.

Viewing FISH Data - Step 2

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF20000                FLORIDA DEPARTMENT OF EDUCATION
                OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                                FISH DATA VIEW MENU

              _ FCR21000    (PF1)     FACILITY INVENTORY MENU
              _ FCR22000    (PF2)     PARCEL INVENTORY MENU
              _ FCR24000    (PF4)     BUILDING INVENTORY MENU
              _ FCR25000    (PF5)     ROOM INVENTORY MENU
              _ FCR26000    (PF6)     INVENTORY EDITS MENU
              _ PF10        (PF10)    RETURN TO PRIOR MENU
              _ PF11        (PF11)    RETURN TO MAIN MENU
              _ PF12        (PF12)    EXIT APPLICATION




RESPONSE:              SEND DATA-->                        MODE: STEP
```

Typical screen that provides the gateway to enter all FISH view menus. Press the ***function key*** or ***<tab>*** to the space preceding your selection and type ***X <enter>*** to move to the next screen.

Viewing FISH Data - Step 3

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF21000              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                          FACILITY INVENTORY MENU

          _ FCR21004   (PF4)     DISPLAY FACILITY
          _ FCR21005   (PF5)     BROWSE FACILITIES
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION









RESPONSE:          SEND DATA-->                                  MODE: STEP
```

Typical screen used to view facility information. Press the ***function key*** or ***<tab>*** to the space preceding your selection and type ***X <enter>*** to move to the next screen.

Viewing FISH Data - Step 4

```
FCM21005              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   13:36:06
                          BROWSE FACILITIES

 AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY :

SEL FACILITY                  FACILITY NAME                    GRADES HOUSED
      0001    TEST SENIOR HIGH                                   09 - 12
      0002    TEST SCHOOL MIDDLE                                 05 - 08
      0003    TEST SCHOOL ELEMENTARY                             PK - 04
      0004    TEST ADULT                                         AE - AE
      0005    TEST MAINTENANCE                                   DS - DS
      0006    TEST TRANSPORTATION                                DS - DS
      0007    TEST SUPERINTENDENT'S OFFICE                       CA - CA
                                                                   -
                                                                   -
                                                                   -
                                                                   -
                                                                 PAGE:  1
PF1=              PF4= DISPLAY        PF7= PAGE BACKWARD   PF10= PRIOR MENU
PF2=              PF5= BRSE FAC PARC  PF8= PAGE FORWARD    PF11= MAIN MENU
PF3=              PF6=                PF9=                 PF12= EXIT 'FC'
DC900048 NO MORE DATA.
```

Typical screen used to view facility information. ***<Tab>*** to the space preceding your selection and type ***X*** and press the ***function key*** of the option you wish to exercise to move to the next screen or press a ***function key*** to select other options.

Viewing FISH Data - Step 5

```
FCM21004              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   13:40:21
                              DISPLAY FACILITY

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001

DATE CREATED : 10/26/93     DATE UPDATED : 06/23/94     UPDATED BY : CLW

FACILITY LONG NAME   : TEST SENIOR HIGH
       SHORT NAME    : TEST SR HI
CAPITAL OUTLAY CLASS : 1   SCHOOL RECOMMEN        RECOMMENDED GRADES HOUSED
PRIMARY USE          : 07  SENIOR HIGH              LOW  : 09    HIGH : 12
                                                  VALIDATION : 01/19/93

FTE YEAR : 95/96
   PK       :      0  GRADE 3 :      0  GRADE 7  :      0  GRADE 11 :    126
   KG       :      0  GRADE 4 :      0  GRADE 8  :      0  GRADE 12 :    110
   GRADE 1  :      0  GRADE 5 :      0  GRADE 9  :    191  ADULT    :      0
   GRADE 2  :      0  GRADE 6 :      0  GRADE 10 :    155

PF1=                  PF4=                  PF7=                  PF10= PRIOR MENU
PF2=                  PF5=                  PF8=                  PF11= MAIN MENU
PF3=                  PF6=                  PF9=                  PF12= EXIT 'FC'
DC900085 SUCCESSFUL ACTION.
```

Typical screen used to view facility information.

Viewing FISH Data - Step 6

```
FCM23005              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   13:41:20
                              BROWSE FACILITY PARCELS

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001  TEST SENIOR HIGH

SEL PARCEL            STREET                              CITY
     001   1000 S LAKE AVENUE              TEST SCHOOL
     002   55 SW 6TH STREET                TEST SCHOOL

                                                                      PAGE:   1
PF1=                  PF4= DISPLAY PARCEL   PF7= PAGE BACKWARD   PF10= PRIOR MENU
PF2=                  PF5= BRWSE BLDG       PF8= PAGE FORWARD    PF11= MAIN MENU
PF3=                  PF6=                  PF9=                 PF12= EXIT 'FC'
DC900048 NO MORE DATA.
```

Typical screen used to view parcel information. ***<Tab>*** to the space preceding your selection and type ***X*** and press the ***function key*** of the option you wish to exercise to move to the next screen or press a ***function key*** to select other options.

Viewing FISH Data - Step 7

```
FCM22004              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   13:44:45
                              DISPLAY PARCEL

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001  TEST SENIOR HIGH
PARCEL   : 001
DATE CREATED : 10/26/93       LAST UPDATED :   /  /         UPDATED BY :

STREET : 1000 S LAKE AVENUE
CITY   : TEST SCHOOL                                STATE: FL  ZIP : 32054-2599

ACREAGE : 018   ACQUIRED : 1966

OWNERSHIP  : 05  SCHOOL BOARD    PARKING: 1  DEVELOPED       FIRE RATING: 01
PLAYGROUND : 1   YES             PLAN   : 3  COMPACT
ATHL FIELD : 1   YES             SEWAGE : 1  PUBLIC
DRAINAGE   : 1   ADEQUATE        WATER  : 1  PUBLIC
LANDSCAPE  : 1   DEVELOPED       POLICE : 3  COMBINATION

PF1=                 PF4=                 PF7=                 PF10= PRIOR MENU
PF2=                 PF5=                 PF8=                 PF11= MAIN MENU
PF3=                 PF6=                 PF9=                 PF12= EXIT 'FC'
DC900085 SUCCESSFUL ACTION.
```

Typical screen used to view parcel information.

Viewing FISH Data - Step 8

```
FCM24005              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   13:45:26
                              BROWSE BUILDINGS

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001  TEST SENIOR HIGH
PARCEL   : 001   BUILDING :

                                          STRUC
SEL   BLDG   WALLS    OWNERSHIP           COMP              USE          YEAR
       01     02    SCHOOL BOARD      CONCRETE          SENIOR HIGH      1967
       02     02    SCHOOL BOARD      COMBINATION OF    SENIOR HIGH      1983
       03     03    SCHOOL BOARD      CONCRETE          SENIOR HIGH      1971
       04     03    SCHOOL BOARD      CONCRETE          SENIOR HIGH      1968
       05     05    SCHOOL BOARD      COMBINATION OF    SENIOR HIGH      1965
       07     05    SCHOOL BOARD      WOOD              SENIOR HIGH      197x
       08     06    SCHOOL BOARD      COMBINATION OF    SENIOR HIGH      1991
       09     06    SCHOOL BOARD      COMBINATION OF    SENIOR HIGH      1992
       10     06    SCHOOL BOARD      COMBINATION OF    SENIOR HIGH      1992
       11     07    SCHOOL BOARD      COMBINATION OF    SENIOR HIGH      1982
                                                                    PAGE:   1
PF1=                 PF4= DISPLAY          PF7= PAGE BACKWARD   PF10= PRIOR MENU
PF2=                 PF5= BRWSE ROOM       PF8= PAGE FORWARD    PF11= MAIN MENU
PF3=                 PF6=                  PF9=                 PF12= EXIT 'FC'
DC900209 MORE DATA AVAILABLE.
```

Typical screen used to view building information. ***<Tab>*** to the space preceding your selection and type ***X*** and press the ***function key*** of the option you wish to exercise to move to the next screen or press a ***function key*** to select other options.

Viewing FISH Data - Step 9

```
FCM24004              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   13:46:36
                              DISPLAY BUILDING

AGENCY    : 375      TEST COUNTY SCHOOL DISTRICT
FACILITY  : 0001     TEST SENIOR HIGH
PARCEL    : 001      BUILDING : 01
DATE CREATED : 10/26/93       LAST UPDATED :   /  /          UPDATED BY :

OWNERSHIP    : 05  SCHOOL BOARD          TELEPHONE  : 1   COMPLETE TO ALL
USE          : 07  SENIOR HIGH           INTERCOM   : 1   TWO WAY COMPLET
YEAR CONST   : 1967                      EDUCAT TV  : 00  NONE
RELOC UNITS  :  0                        COOLING    : 1   CENTRAL
STRUC COMP   : 1   CONCRETE              HEAT
WALLS        : 02  BRICK                   SOURCE   : 2   GAS
CORRIDOR     : 2   DOUBLE INSIDE           DISTRIB  : 01  CENTRAL HOT AIR
STORIES      : 01                          CAPACITY : 1   ADEQUATE
MECH VENT    : 1   YES
ARTIF LIGHT  : 5   SHIELDED FLOURE
LIGHT ADEQ   : 1   ADEQUATE
PF1=                 PF4=                PF7=                PF10= PRIOR MENU
PF2=                 PF5=                PF8=                PF11= MAIN MENU
PF3=                 PF6=                PF9=                PF12= EXIT 'FC'
DC900085 SUCCESSFUL ACTION.
```

Typical screen used to view building information.

Viewing FISH Data - Step 10

```
FCM25005              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   13:47:26
                                BROWSE ROOMS

AGENCY    : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY  : 0001  TEST SENIOR HIGH
PARCEL    : 001   BUILDING : 01     ROOM :        SUFFIX :

SEL  ROOM                    DESIGN                        NSF   COND  STATIONS
     001    PUBLIC USE RESTROOM (FEMALE)                   119    1        0
     001A   INSIDE CIRCULATION                             29    1        0
     002    CUSTODIAL SERVICE CLOSET                       35    1        0
     003    TEXTBOOK STORAGE                              106    1        0
     004    GENERAL SCHOOL STORAGE                         19    1        0
     005    PUBLIC USE RESTROOM (MALE)                    100    1        0
     005A   INSIDE CIRCULATION                             16    1        0
     006    TEACHER LOUNGE/DINING                         123    1        0
     006A   INSIDE CIRCULATION                             31    1        0
     006B   INSIDE CIRCULATION                             31    1        0
                                                                      PAGE: 001
PF1=                 PF4= DISPLAY        PF7= PAGE BACKWARD   PF10= PRIOR MENU
PF2=                 PF5=                PF8= PAGE FORWARD    PF11= MAIN MENU
PF3=                 PF6=                PF9=                 PF12= EXIT 'FC'
DC900209 MORE DATA AVAILABLE.
```

Typical screen used to view room information. ***<Tab>*** to the space preceding your selection and type ***X*** and press the ***function key*** of the option you wish to exercise to move to the next screen or press a ***function key*** to select other options.

```
FCM25004              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   13:48:17
                              DISPLAY ROOM

AGENCY    : 375    TEST COUNTY SCHOOL DISTRICT
FACILITY  : 0001   TEST SENIOR HIGH
PARCEL    : 001    BUILDING : 01     ROOM : 001    SUFFIX :
DATE CREATED : 10/26/93       LAST UPDATED :   /  /         UPDATED BY :

DESIGN           : 823      PUBLIC USE RESTROOM (FEMALE)
NET SQUARE FEET  :     119
STUDENT STATIONS :       0
CONDITION        : 1        SATISFACTORY
YEAR CONSTRUCTED : 1967
FLOOR LOCATION   : 01       1ST FLOOR
FLOOR COVERING   : 6        CERAMIC TILE



PF1=                 PF4=                 PF7=                 PF10= PRIOR MENU
PF2=                 PF5=                 PF8=                 PF11= MAIN MENU
PF3=                 PF6=                 PF9=                 PF12= EXIT 'FC'
DC900085 SUCCESSFUL ACTION.
```

Typical screen used to view room information.

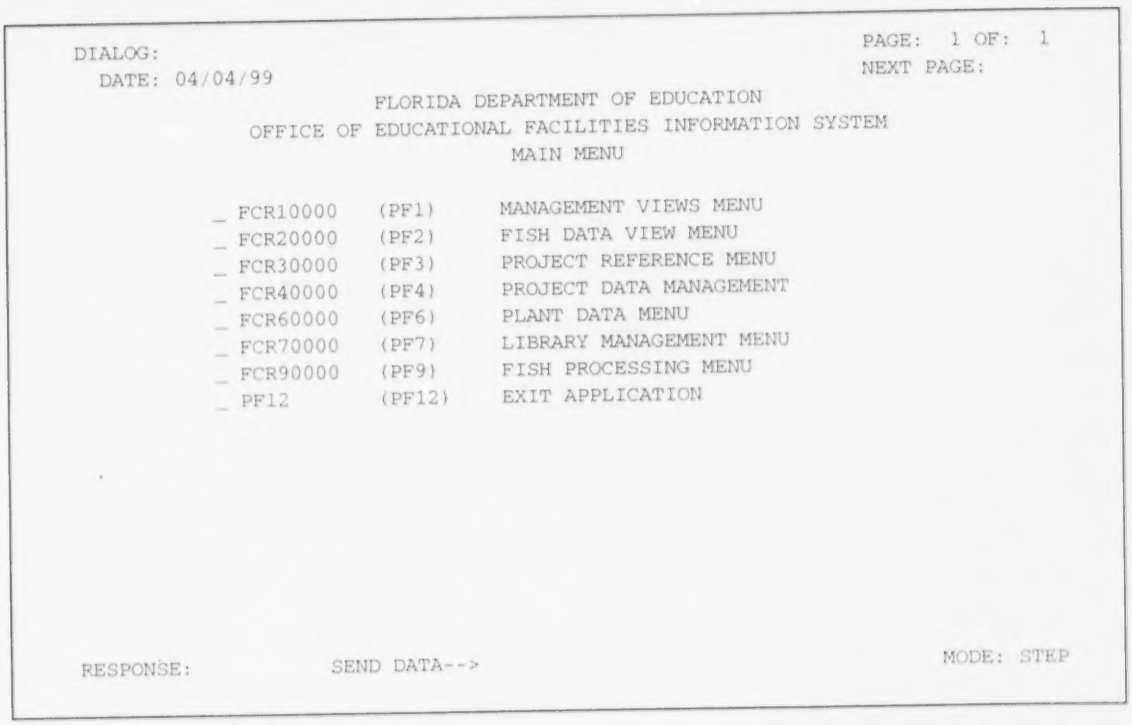
Appendix E

The only place you can alter FISH data is in the transaction functions. Entries submitted to change FISH data are held until 7:00 p.m. (ET) on the day the entry is made during normal workdays Monday through Friday. This feature allows the user time to review input and either modify or delete anything in the transaction pool if there is a data entry error.

At 7:00 p.m. (ET), Monday through Friday, all OEFIS users must be off-line. Any user who is still on-line at 7:00 p.m. (ET) will automatically be logged off by NWRDC so that all transactions can be applied to the OEFIS data base.

Transactions may be entered on weekends and holidays. Any transactions submitted after 7:00 p.m. (ET) on Friday will not be applied to the data base until the following Monday at 7:00 p.m. (ET). Transactions entered on a holiday will not be applied until 7:00 p.m. (ET) on the next business day. OEFIS is accessible on weekends from 7:00 a.m. to 8:00 p.m. (ET).

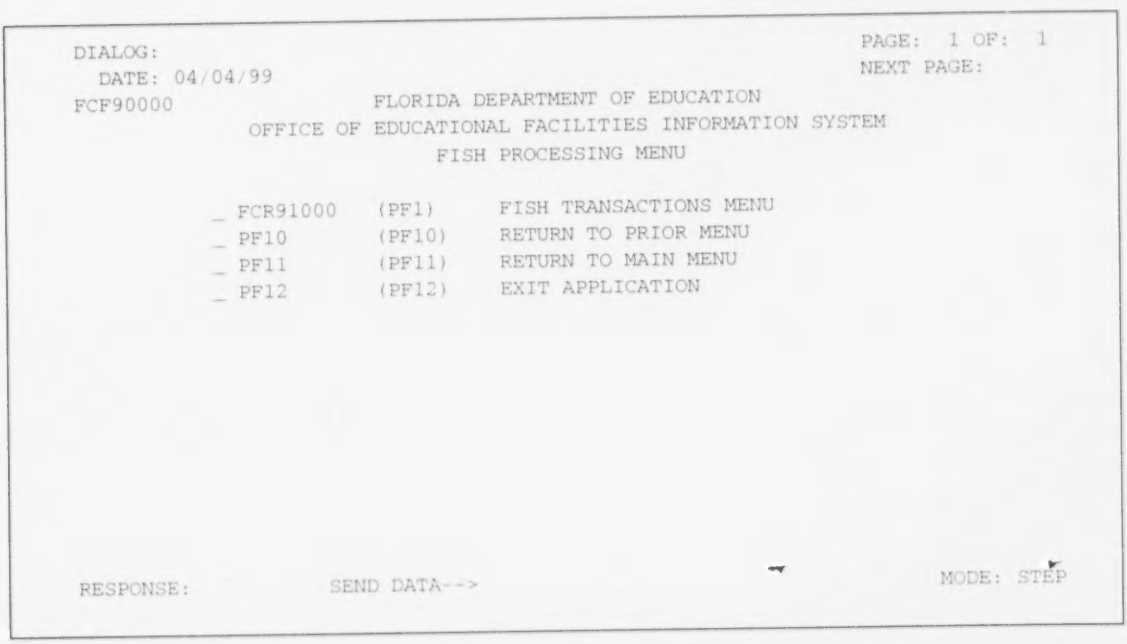
Viewing FISH Transactions Data - Step 1



```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
                        FLORIDA DEPARTMENT OF EDUCATION
                OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                                    MAIN MENU

              _ FCR10000    (PF1)     MANAGEMENT VIEWS MENU
              _ FCR20000    (PF2)     FISH DATA VIEW MENU
              _ FCR30000    (PF3)     PROJECT REFERENCE MENU
              _ FCR40000    (PF4)     PROJECT DATA MANAGEMENT
              _ FCR60000    (PF6)     PLANT DATA MENU
              _ FCR70000    (PF7)     LIBRARY MANAGEMENT MENU
              _ FCR90000    (PF9)     FISH PROCESSING MENU
              _ PF12        (PF12)    EXIT APPLICATION




RESPONSE:              SEND DATA-->                                MODE: STEP
```

Typical OEFIS screen. Your menu options may vary based on the options you are authorized to use.

Viewing FISH Transactions Data - Step 2



```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF90000                FLORIDA DEPARTMENT OF EDUCATION
                OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                                FISH PROCESSING MENU

              _ FCR91000    (PF1)     FISH TRANSACTIONS MENU
              _ PF10        (PF10)    RETURN TO PRIOR MENU
              _ PF11        (PF11)    RETURN TO MAIN MENU
              _ PF12        (PF12)    EXIT APPLICATION




RESPONSE:              SEND DATA-->                                MODE: STEP
```

Typical screen that provides the gateway to enter all FISH transactions menus. Press the ***function key*** or ***<tab>*** to the space preceding your selection and type ***X <enter>*** to move to the next screen.

Viewing FISH Transactions Data - Step 3

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91000              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                          FISH TRANSACTIONS MENU

          _ FCR91010   (PF1)     FACILITY TRAN MENU
          _ FCR91020   (PF2)     PARCEL TRAN MENU
          _ FCR91040   (PF4)     BUILDING TRAN MENU
          _ FCR91050   (PF5)     ROOM TRAN MENU
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:          SEND DATA-->                                MODE: STEP
```

Typical screen that provides the gateway to enter all FISH transactions menus. Press the ***function key*** or ***<tab>*** to the space preceding your selection and type ***X <enter>*** to move to the next screen.

Viewing FISH Transactions Data - Step 4

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91010              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                        FACILITY TRANSACTION MENU

          _ FCR91011   (PF1)     ADD FACILITY TRAN
          _ FCR91012   (PF2)     MODIFY FACILITY TRAN
          _ FCR91013   (PF3)     DELETE FACILITY TRAN
          _ FCR91014   (PF4)     DISPLAY FACILITY TRAN
          _ FCR91015   (PF5)     BROWSE FACILITY TRANS
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:          SEND DATA-->                                MODE: STEP
```

Typical screen used to view facility transaction information. Press the ***function key*** or ***<tab>*** to the space preceding your selection and type ***X <enter>*** to move to the next screen.

Viewing FISH Transactions Data - Step 5

```
FCM91015                FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:26:33
                          BROWSE FACILITY TRANSACTIONS

AGENCY   : 375  TEST COUNTY SCHOOL DISTRICT
FACILITY :

              ACTION                                                    GRADES
SEL APP FAC    CODE                    FACILITY NAME                    HOUSED
    N   0001    C   TEST COMBINATION SCHOOL                           PK - 12
    N   0002    C   TEST SUPERINTENDENT                               CA - CA
                                                                            -
                                                                            -
                                                                            -
                                                                            -
                                                                            -
                                                                            -
                                                                            -
                                                                            -
                                                                      PAGE:   1
PF1= ADD              PF4= DISPLAY          PF7= PAGE BACKWARD    PF10= PRIOR MENU
PF2= MODIFY           PF5=                  PF8= PAGE FORWARD     PF11= MAIN MENU
PF3= DELETE           PF6=                  PF9=                  PF12= EXIT 'FC'
DC900048 NO MORE DATA.
```

Typical screen used to view facility transaction information. ***<Tab>*** to the space preceding your selection and type ***X*** and press the ***function key*** of the option you wish to exercise to move to the next screen or press a ***function key*** to select other options.

Viewing FISH Transactions Data - Step 6

```
FCM91014                FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:29:34
                          DISPLAY FACILITY TRANSACTION

AGENCY   : 375  TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001 TEST SENIOR HIGH

ACTION CODE : C           TRANSACTION DATE : 04/04/99

FACILITY LONG NAME   : TEST COMBINATION SCHOOL
          SHORT NAME  :
CAPITAL OUTLAY CLASS : 2  SCHOOL CONDITIONALLY    RECOMMENDED GRADES HOUSED
PRIMARY USE          :                               LOW  : PK    HIGH : 12
                                                   VALIDATION :   /  /




PF1=                  PF4=                  PF7=                  PF10= PRIOR MENU
PF2=                  PF5=                  PF8=                  PF11= MAIN MENU
PF3=                  PF6=                  PF9=                  PF12= EXIT 'FC'
DC900085 SUCCESSFUL ACTION.
```

Typical screen used to view facility transaction information.

Viewing FISH Transactions Data - Step 7

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91020              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                          PARCEL TRANSACTION MENU

          _ FCR91021   (PF1)     ADD PARCEL TRANSACTION
          _ FCR91022   (PF2)     MODIFY PARCEL TRANSACTION
          _ FCR91023   (PF3)     DELETE PARCEL TRANSACTION
          _ FCR91024   (PF4)     DISPLAY PARCEL TRANSACTION
          _ FCR91025   (PF5)     BROWSE PARCEL TRANSACTIONS
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:          SEND DATA-->                              MODE: STEP
```

Typical screen used to view parcel transaction information. Press the ***function key*** or ***<tab>*** to the space preceding your selection and type ***X <enter>*** to move to the next screen.

Viewing FISH Transactions Data - Step 8

```
FCM91025              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
           OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:32:29
                        BROWSE PARCEL TRANSACTIONS

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
PARCEL   :

           ACTION
SEL  PARCEL CODE    FACILITY            CITY              OWNERSHIP      ACRES
   N  001    C   TEST SR HI                                                 2
   N  002    D   TEST SR HI                                                 0
                                                                            0
                                                                            0
                                                                            0
                                                                            0
                                                                            0
                                                                            0
                                                                            0
                                                                          PAGE: 001
PF1= ADD             PF4= DISPLAY         PF7= PAGE BACKWARD   PF10= PRIOR MENU
PF2= MODIFY          PF5=                 PF8= PAGE FORWARD    PF11= MAIN MENU
PF3= DELETE          PF6=                 PF9=                 PF12= EXIT 'FC'
DC900048 NO MORE DATA.
```

Typical screen used to view parcel transaction information. ***<Tab>*** to the space preceding your selection and type ***X*** and press the ***function key*** of the option you wish to exercise to move to the next screen or press a ***function key*** to select other options.

Viewing FISH Transactions Data - Step 9

```
FCM91024              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:33:31
                          DISPLAY PARCEL TRANSACTION

AGENCY   : 375  TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001 TEST SENIOR HIGH
PARCEL   : 001
ACTION CODE : C          TRANSACTION DATE : 040499

STREET : 504 REHAB AVENUE
CITY   :                                          STATE:     ZIP : 12345-

ACREAGE : 002   ACQUIRED :

OWNERSHIP  :                    PARKING:                  FIRE RATING:
PLAYGROUND :                    PLAN   :
ATHL FIELD : 0  NONE            SEWAGE : 1 PUBLIC
DRAINAGE   : 2  INADEQUATE      WATER  :
LANDSCAPE  :                    POLICE : 3 COMBINATION

PF1=                PF4=                PF7=                PF10= PRIOR MENU
PF2=                PF5=                PF8=                PF11= MAIN MENU
PF3=                PF6=                PF9=                PF12= EXIT 'FC'
DC900320 SUCCESSFUL DISPLAY.  DEPRESS 'ENTER' TO VIEW NEXT SELECTION
```

Typical screen used to view parcel transaction information.

Viewing FISH Transactions Data - Step 10

```
FCM91024              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:34:07
                          DISPLAY PARCEL TRANSACTION

AGENCY   : 375  TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001 TEST SENIOR HIGH
PARCEL   : 002
ACTION CODE : D          TRANSACTION DATE : 040499

STREET :
CITY   :                                          STATE:     ZIP :      -

ACREAGE :       ACQUIRED :

OWNERSHIP  :                    PARKING:                  FIRE RATING:
PLAYGROUND :                    PLAN   :
ATHL FIELD :                    SEWAGE :
DRAINAGE   :                    WATER  :
LANDSCAPE  :                    POLICE :

PF1=                PF4=                PF7=                PF10= PRIOR MENU
PF2=                PF5=                PF8=                PF11= MAIN MENU
PF3=                PF6=                PF9=                PF12= EXIT 'FC'
DC900085 SUCCESSFUL ACTION.
```

Typical screen used to view parcel transaction information.

Viewing FISH Transactions Data - Step 11

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91040              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                        BUILDING TRANSACTION MENU

          _ FCR91041   (PF1)     ADD BUILDING TRAN
          _ FCR91042   (PF2)     MODIFY BUILDING TRAN
          _ FCR91043   (PF3)     DELETE BUILDING TRAN
          _ FCR91044   (PF4)     DISPLAY BUILDING TRAN
          _ FCR91045   (PF5)     BROWSE BUILDING TRANS
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION




RESPONSE:            SEND DATA-->                                MODE: STEP
```

Typical screen used to view building transaction information. Press the ***function key*** or ***<tab>*** to the space preceding your selection and type ***X <enter>*** to move to the next screen.

Viewing FISH Transactions Data - Step 12

```
FCM91045              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:35:45
                      BROWSE BUILDING TRANSACTIONS

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
PARCEL   :       BUILDING :


                      ACTION
SEL   PARCEL   BLDG   CODE      OWNERSHIP            USE          CONSTRUCTED
   Y  001      01     C                          COUNTY ADMINIST
   Y  001      02     D
   Y  001      52     A      SCHOOL BOARD        COUNTY ADMINIST      1996




                                                                   PAGE:   1
PF1= ADD             PF4= DISPLAY        PF7= PAGE BACKWARD   PF10= PRIOR MENU
PF2= MODIFY          PF5=                PF8= PAGE FORWARD    PF11= MAIN MENU
PF3= DELETE          PF6=                PF9=                 PF12= EXIT 'FC'
DC900048 NO MORE DATA.
```

Typical screen used to view building transaction information. ***<Tab>*** to the space preceding your selection and type ***X*** and press the ***function key*** of the option you wish to exercise to move to the next screen or press a ***function key*** to select other options.

Viewing FISH Transactions Data - Step 13

```
FCM91044              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:36:39
                        DISPLAY BUILDING TRANSACTION

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001  TEST SENIOR HIGH
PARCEL   : 001      BUILDING : 01
ACTION CODE: C          TRANSACTION DATE : 04/04/99        APPROVED : Y

OWNERSHIP   :                              TELEPHONE   :
USE         : 12  COUNTY ADMINIST          INTERCOM    :
YEAR CONST  :                              EDUCAT TV   :
STRUC COMP  :                              COOLING     : 3   INDIVIDUAL UNIT
WALLS       :                              HEAT
CORRIDOR    : 0   NONE                       SOURCE    : 3   ELECTRIC
STORIES     :                                DISTRIB   :
MECH VENT   : 1   YES                        CAPACITY  :
ARTIF LIGHT : 5   SHIELDED FLOURE
LIGHT ADEQ  : 2   INADEQUATE

PF1=                  PF4=                  PF7=                  PF10= PRIOR MENU
PF2=                  PF5=                  PF8=                  PF11= MAIN MENU
PF3=                  PF6=                  PF9=                  PF12= EXIT 'FC'
DC900320 SUCCESSFUL DISPLAY.  DEPRESS 'ENTER' TO VIEW NEXT SELECTION
```

Typical screen used to view building transaction information.

Viewing FISH Transactions Data - Step 14

```
FCM91044              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:37:25
                        DISPLAY BUILDING TRANSACTION

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001  TEST SENIOR HIGH
PARCEL   : 001      BUILDING : 02
ACTION CODE: D          TRANSACTION DATE : 04/04/99        APPROVED : Y

OWNERSHIP   :                              TELEPHONE   :
USE         :                              INTERCOM    :
YEAR CONST  :                              EDUCAT TV   :
STRUC COMP  :                              COOLING     :
WALLS       :                              HEAT
CORRIDOR    :                                SOURCE    :
STORIES     :                                DISTRIB   :
MECH VENT   :                                CAPACITY  :
ARTIF LIGHT :
LIGHT ADEQ  :

PF1=                  PF4=                  PF7=                  PF10= PRIOR MENU
PF2=                  PF5=                  PF8=                  PF11= MAIN MENU
PF3=                  PF6=                  PF9=                  PF12= EXIT 'FC'
DC900320 SUCCESSFUL DISPLAY.  DEPRESS 'ENTER' TO VIEW NEXT SELECTION
```

Typical screen used to view building transaction information.

Viewing FISH Transactions Data - Step 15

```
FCM91044              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:38:06
                        DISPLAY BUILDING TRANSACTION

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001  TEST SENIOR HIGH
PARCEL   : 001      BUILDING : 52
ACTION CODE: A          TRANSACTION DATE : 04/04/99        APPROVED : Y

OWNERSHIP    : 05  SCHOOL BOARD          TELEPHONE  : 0   NONE
USE          : 12  COUNTY ADMINIST       INTERCOM   : 0   NONE
YEAR CONST   : 1996                      EDUCAT TV  : 00  NONE
STRUC COMP   : 3   WOOD                  COOLING    : 3   INDIVIDUAL UNIT
WALLS        : 04  STUCCO                HEAT
CORRIDOR     : 0   NONE                    SOURCE   : 1   OIL
STORIES      : 1                           DISTRIB  : 01  CENTRAL HOT AIR
MECH VENT    : 0   NONE                    CAPACITY : 1   ADEQUATE
ARTIF LIGHT  : 5   SHIELDED FLOURE
LIGHT ADEQ   : 1   ADEQUATE

PF1=                PF4=                PF7=                PF10= PRIOR MENU
PF2=                PF5=                PF8=                PF11= MAIN MENU
PF3=                PF6=                PF9=                PF12= EXIT 'FC'
DC900085 SUCCESSFUL ACTION.
```

Typical screen used to view building transaction information.

Viewing FISH Transactions Data - Step 16

```
DIALOG:                                                    PAGE:  1 OF:  1
  DATE: 04/04/99                                           NEXT PAGE:
FCF91050              FLORIDA DEPARTMENT OF EDUCATION
            OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
                          ROOM TRANSACTION MENU

          _ FCR91051   (PF1)     ADD ROOM TRANSACTION
          _ FCR91052   (PF2)     MODIFY ROOM TRANSACTION
          _ FCR91053   (PF3)     DELETE ROOM TRANSACTION
          _ FCR91054   (PF4)     DISPLAY ROOM TRANSACTION
          _ FCR91055   (PF5)     BROWSE ROOM TRANSACTIONS
          _ PF10       (PF10)    RETURN TO PRIOR MENU
          _ PF11       (PF11)    RETURN TO MAIN MENU
          _ PF12       (PF12)    EXIT APPLICATION

RESPONSE:          SEND DATA-->                                  MODE: STEP
```

Typical screen used to view room transaction information. Press the ***function key*** or ***<tab>*** to the space preceding your selection and type ***X <enter>*** to move to the next screen.

Viewing FISH Transactions Data - Step 17

```
FCM91055              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:39:58
                          BROWSE ROOM TRANSACTIONS

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
PARCEL   :       BUILDING :        ROOM :        SUFFIX :


                     ACTION
SEL  PARCEL BLDG ROOM CODE          DESIGN              NSF   COND STATIONS
   Y  001    01   001   D
   Y  001    01   001A  C   ASSISTANT SUPERINTENDENTS OFF     201
   Y  001    01   001Z  A   PRIMARY CLASS                    925  1        20
                                                              0             0
                                                              0             0
                                                              0             0
                                                              0             0
                                                              0             0
                                                              0             0
                                                                      PAGE: 001
PF1= ADD             PF4= DISPLAY         PF7= PAGE BACKWARD   PF10= PRIOR MENU
PF2= MODIFY          PF5=                 PF8= PAGE FORWARD    PF11= MAIN MENU
PF3= DELETE          PF6=                 PF9=                 PF12= EXIT 'FC'
DC900048 NO MORE DATA.
```

Typical screen used to view room transaction information. ***<Tab>*** to the space preceding your selection and type ***X*** and press the ***function key*** of the option you wish to exercise to move to the next screen or press a ***function key*** to select other options.

Viewing FISH Transactions Data - Step 18

```
FCM91054              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:40:39
                          DISPLAY ROOM TRANSACTION

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001  TEST SENIOR HIGH
PARCEL   : 001   BUILDING : 01     ROOM : 001    SUFFIX :

ACTION CODE      : D     TRANSACTION DATE : 04/04/99   APPROVED : Y
DESIGN           :
NET SQUARE FEET  :
STUDENT STATIONS :
CONDITION        :
YEAR CONSTRUCTED :
FLOOR LOCATION   :
FLOOR COVERING   :



PF1=                 PF4=                 PF7=                 PF10= PRIOR MENU
PF2=                 PF5=                 PF8=                 PF11= MAIN MENU
PF3=                 PF6=                 PF9=                 PF12= EXIT 'FC'
DC900320 SUCCESSFUL DISPLAY.  DEPRESS 'ENTER' TO VIEW NEXT SELECTION
```

Typical screen used to view room transaction information.

Viewing FISH Transactions Data - Step 19

```
FCM91054              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:41:13
                        DISPLAY ROOM TRANSACTION

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001  TEST SENIOR HIGH
PARCEL   : 001   BUILDING : 01     ROOM : 001    SUFFIX : A

ACTION CODE      : C      TRANSACTION DATE : 04/04/99   APPROVED : Y
DESIGN           : 406    ASSISTANT SUPERINTENDENTS OFFICE
NET SQUARE FEET  : 00201
STUDENT STATIONS :
CONDITION        :
YEAR CONSTRUCTED :
FLOOR LOCATION   :
FLOOR COVERING   : 3      COMPOSITION TILE



PF1=                 PF4=                 PF7=                 PF10= PRIOR MENU
PF2=                 PF5=                 PF8=                 PF11= MAIN MENU
PF3=                 PF6=                 PF9=                 PF12= EXIT 'FC'
DC900320 SUCCESSFUL DISPLAY.  DEPRESS 'ENTER' TO VIEW NEXT SELECTION
```

Typical screen used to view room transaction information.

Viewing FISH Transactions Data - Step 20

```
FCM91054              FLORIDA DEPARTMENT OF EDUCATION          DATE 04/04/1999
          OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM  TIME   14:41:47
                        DISPLAY ROOM TRANSACTION

AGENCY   : 375   TEST COUNTY SCHOOL DISTRICT
FACILITY : 0001  TEST SENIOR HIGH
PARCEL   : 001   BUILDING : 01     ROOM : 001    SUFFIX : Z

ACTION CODE      : A      TRANSACTION DATE : 04/04/99   APPROVED : Y
DESIGN           : 003    PRIMARY CLASS
NET SQUARE FEET  : 00925
STUDENT STATIONS :   020
CONDITION        : 1      SATISFACTORY
YEAR CONSTRUCTED : 1996
FLOOR LOCATION   : 01     1ST FLOOR
FLOOR COVERING   : 5      CARPET



PF1=                 PF4=                 PF7=                 PF10= PRIOR MENU
PF2=                 PF5=                 PF8=                 PF11= MAIN MENU
PF3=                 PF6=                 PF9=                 PF12= EXIT 'FC'
DC900085 SUCCESSFUL ACTION.
```

Typical screen used to view room transaction information.

Appendix F

- State and district summary information about educational facilities can be viewed on the Internet at:

  http://www.firn.edu/doe/bin00012/fish.htm

Other facilities related information can be found on the Internet at the Educational Facilities home page:

http://www.firn.edu/doe/edfacil/

Appendix G

The forms for adding facilities and land in this appendix may be photocopied and used at the districts discretion.

FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
ADD FACILITY

AGENCY : _____

FACILITY : (generated by OEFIS)

FACILITY LONG NAME : _____

SHORT NAME : _____

CAPITAL OUTLAY CLASS : _____ RECOMMENDED GRADES HOUSED

PRIMARY USE : _____ LOW : _____ HIGH : _____

CONSTRUCTION CONTRACT ISSUED : ____/____/____

Mail to:

Dr. Charles L. Wooten
Bureau of Educational Facilities
Florida Department of Education
Tallahassee, Florida 32399
OR
Fax: (850)488-1442
E-mail: wootenc@mail.doe.state.fl.us

FLORIDA DEPARTMENT OF EDUCATION
OFFICE OF EDUCATIONAL FACILITIES INFORMATION SYSTEM
ADD PARCEL

AGENCY : _____

PARCEL : (generated by OEFIS)

STREET : _____

CITY : _____ STATE: FL ZIP : _____-_____

ACREAGE : ____ ACQUIRED : _____

OWNERSHIP : _____ PARKING: _____ FIRE RATING: _____

PLAYGROUND : _____ PLAN : _____

ATHL FIELD : _____ SEWAGE : _____

DRAINAGE : _____ WATER : _____

LANDSCAPE : _____ POLICE : _____

PURCHASE/ACQUISITION CONTRACT ISSUED : ____/____/____

Mail to:

Dr. Charles L. Wooten
Bureau of Educational Facilities
Florida Department of Education
Tallahassee, Florida 32399
OR
Fax: (850)488-1442
E-mail: wootenc@mail.doe.state.fl.us

Appendix H

The forms in this appendix may be photocopied and used for reporting relocatable facilities that fail to meet criteria in 235.061 F.S., and relocatable facilities scheduled for imminent removal as prescribed in 235.15(1)(b)1 and 235.185 F.S.

RELOCATABLE FACILITIES
FAILED STANDARDS–CERTIFICATION
235.061 F.S.

Relocatables listed below do not meet standards established to be reported as satisfactory space in FISH. These relocatables will not be used as classrooms or for housing students.

This document is to be filed with the Department, as a supplement to the district educational plant survey, for each school that has identified relocatables that meet criteria established for relocatables subject to this statute. The Department will make the appropriate notations in FISH to indicate that the designated relocatables have failed statutory standards.

District _____ Board approval date _____

School Name _____ Facility # _____ Parcel # _____

Building Number	Room Number	Student Stations	Year Built

Total Stations _____

FC-RF-1

RELOCATABLE FACILITIES
SCHEDULED FOR ELIMINATION/REPLACEMENT–CERTIFICATION
235.15(1)(b)1 and 235.185 F.S.

Relocatables listed below are scheduled for elimination/replacement. These relocatables will be removed from the school campus within effective dates of the approved annual facilities work plan.

This document is to be filed with the Department, as a supplement to the district educational plant survey, for each school that has identified relocatables that will be eliminated/replaced subject to conditions specified by statute. The Department will make the appropriate notations in FISH to indicate that the designated relocatables will be eliminated/replaced within one year.

District _____ Board approval date _____

School Name _____ Facility # _____ Parcel # _____

Building Number	Room Number	Student Stations	Year Built

Total Stations _____

FC-RF-2

FLORIDA

Department of Education

www.firn.edu/doe

Tom Gallagher, Commissioner